QUICK GUIDE TO THE FEDERAL MOTOR VEHICLE REGISTRATION SYSTEM (FMVRS)

https://fmvrs.fas.gsa.gov/

Select **"Continue**" to log-in

This Guide covers the **basic** functions of FMVRS:

- First time Log-In
- Add a New Vehicle
- Manually adding a Trailer (or older vehicle)
- Change Status of Plate to Lost/Missing
- Change Status of Vehicle to Missing or Sold
- MASS Point of Contact Changes
- Confirm Receipt of License Plate Order
- Reports

For Details of using FMVRS – refer to the **FMVRS User Guide** located at the bottom of the FMVRS Main Menu after logging in

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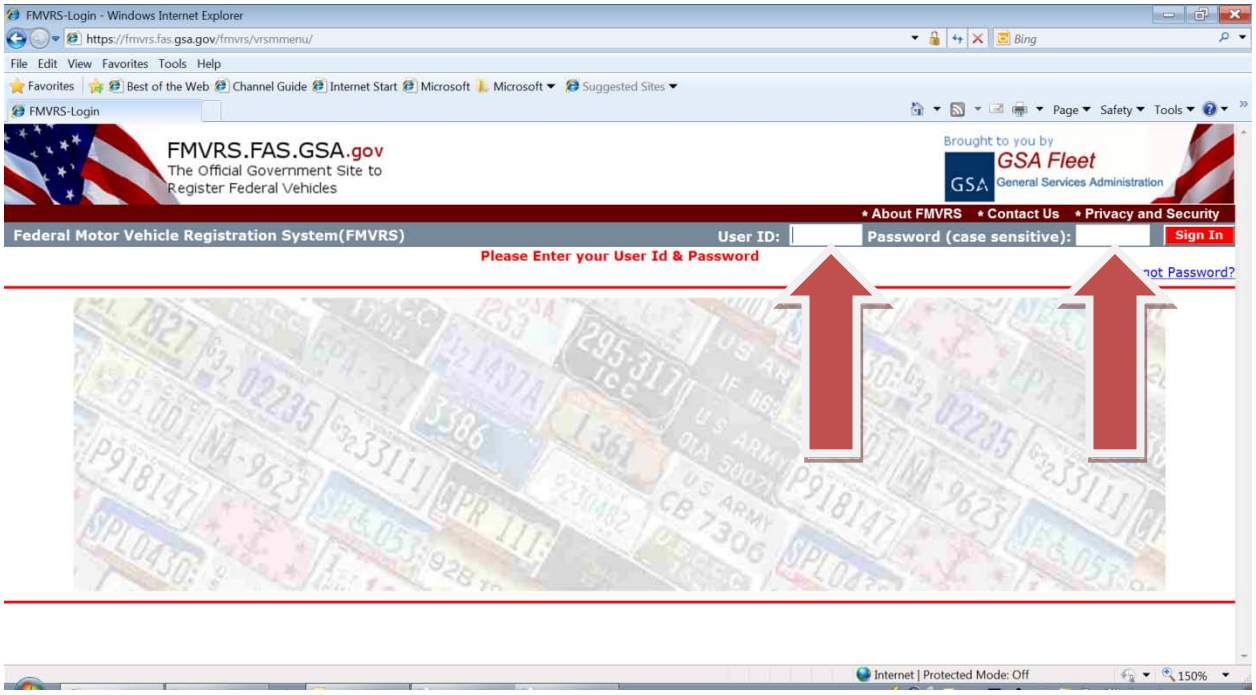
Log In



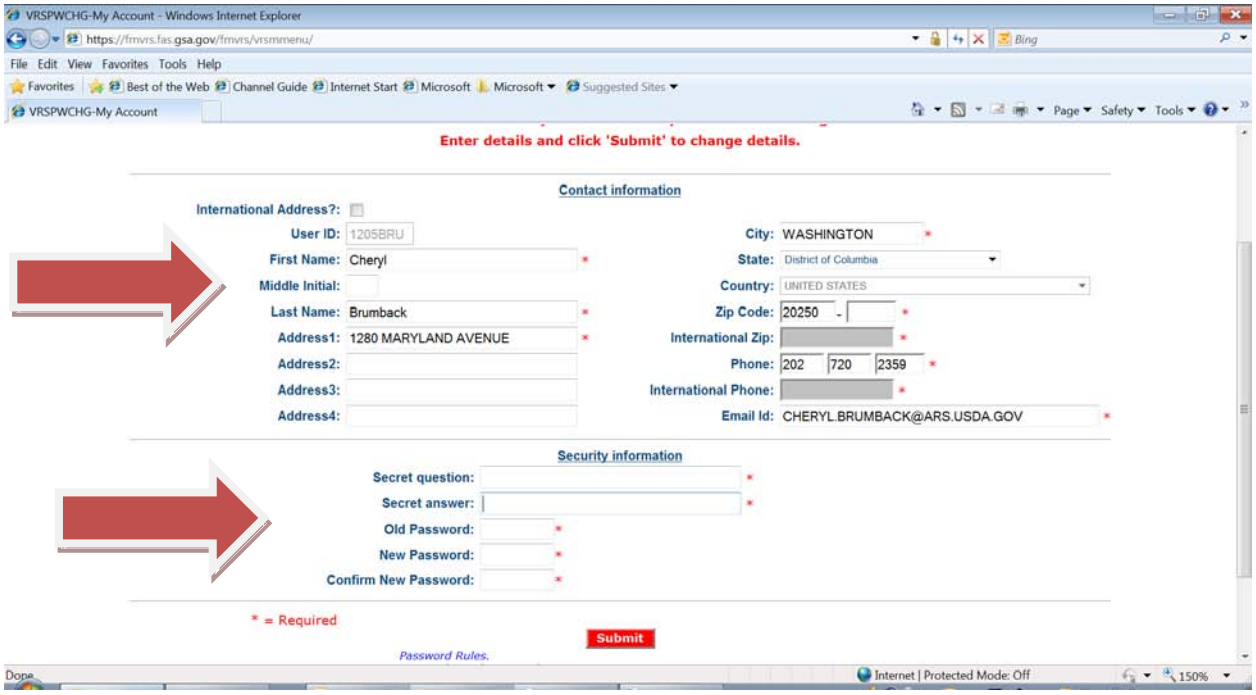
Log in is **case sensitive** –

Your USER ID is always UPPERCASE

As a first time users, you will have to change your temporary password and update your contact information.

Follow the prompts to establish your new password.

User Contact Information



System Will Direct All First Time Users To The Contact Information

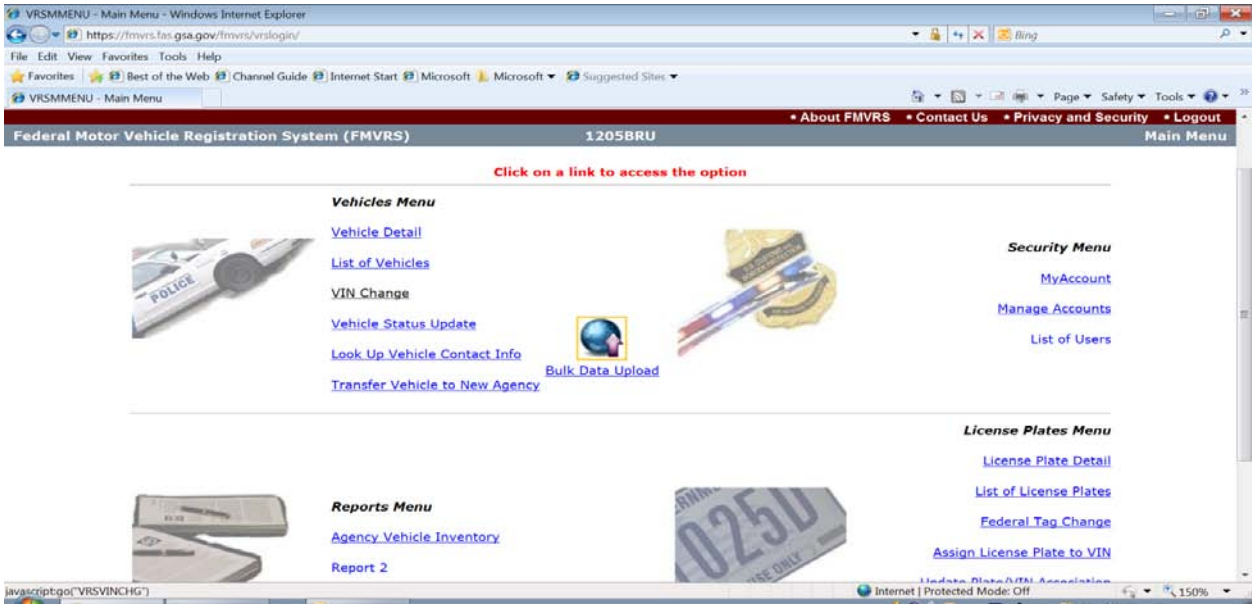
Required Fields noted with *

Update address, phone, and email

Update Security information with your own secret question and answer. Establish a new password:

- 8 characters,
- no spaces,
- first & last character cannot be numeric,
- at least 1 special character, 1 number and 1 ltr,
- cannot re-use,
- cannot be your user id, and
- no 3 consequetive characters from previous password.

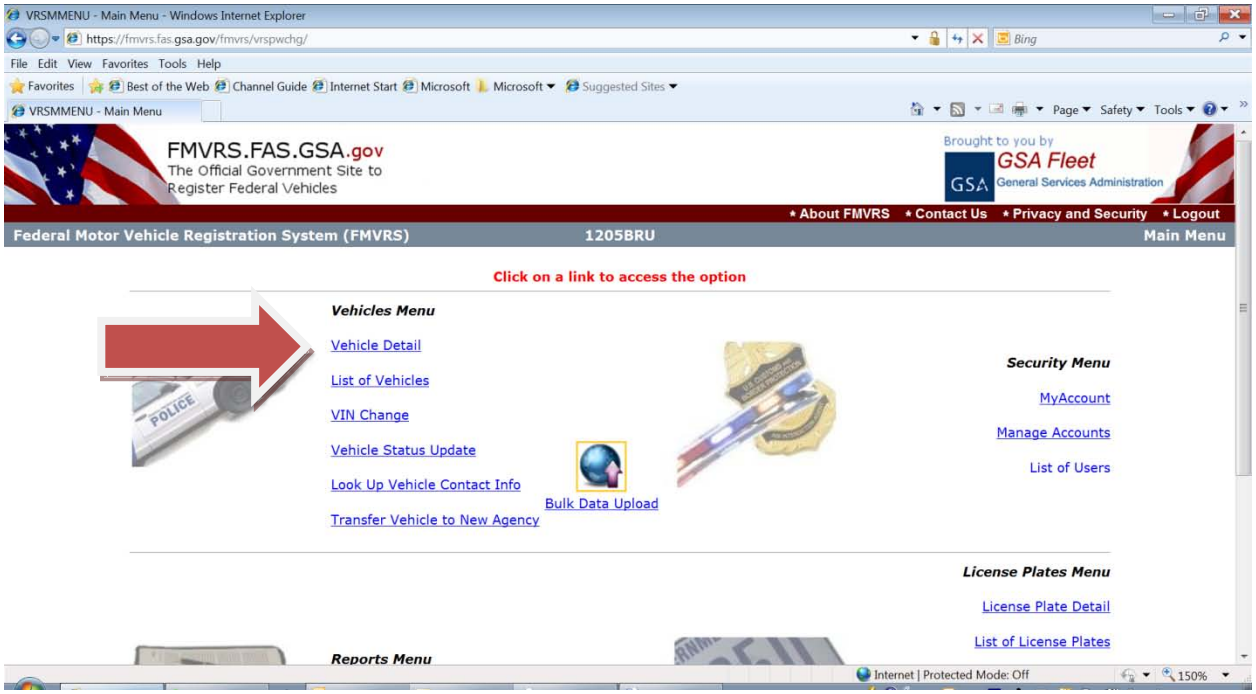
Main Menu

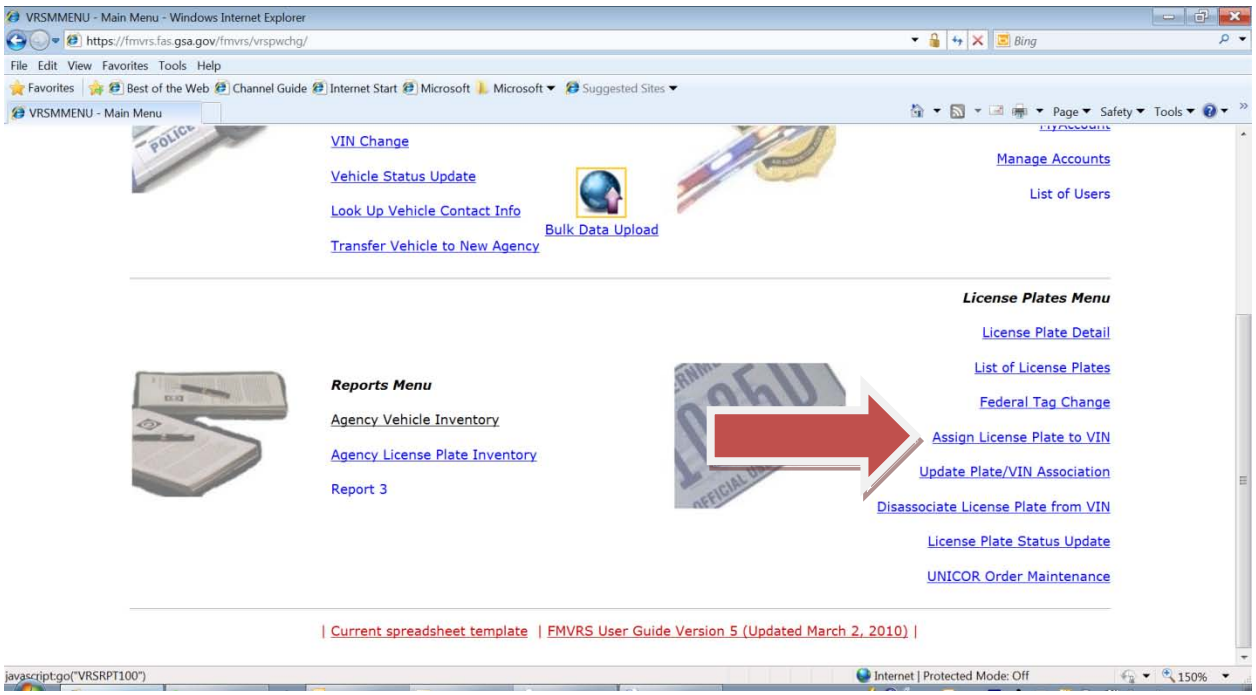


There are 4 Menus: Vehicle Menu, Security Menu, Reports Menu, License Plate Menu

Notice User Guide – I recommend printing a copy and keep as your reference

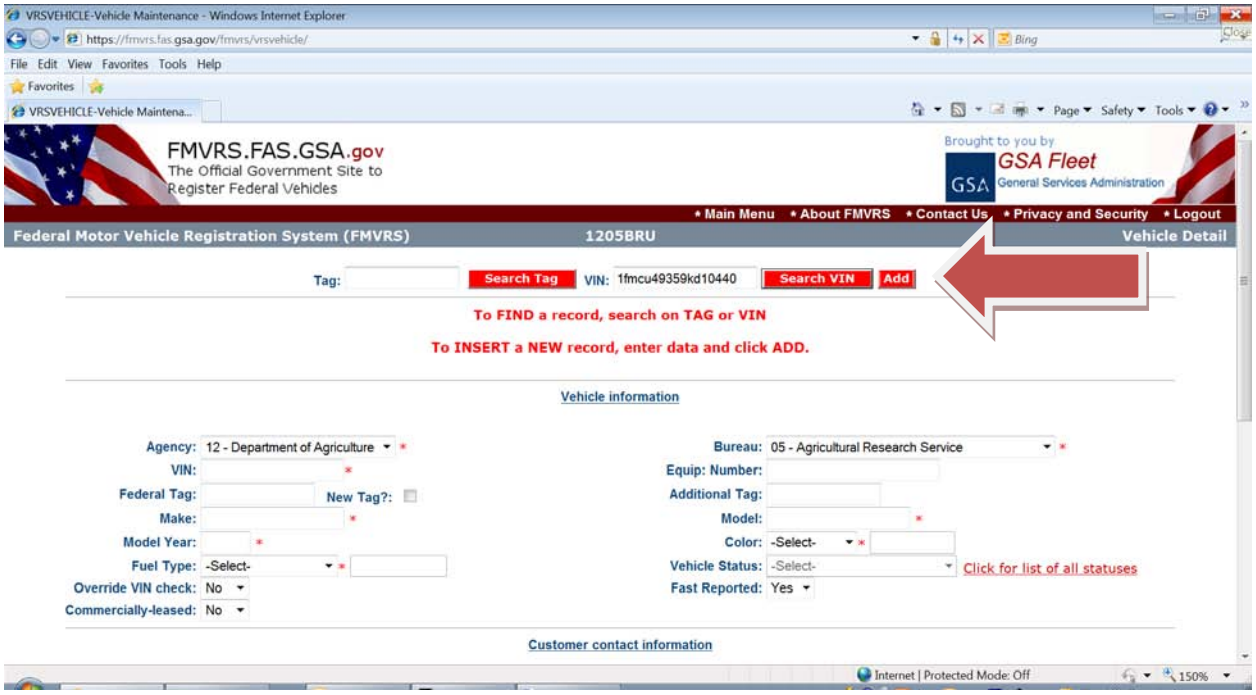
Update A New Vehicle To FMVRS



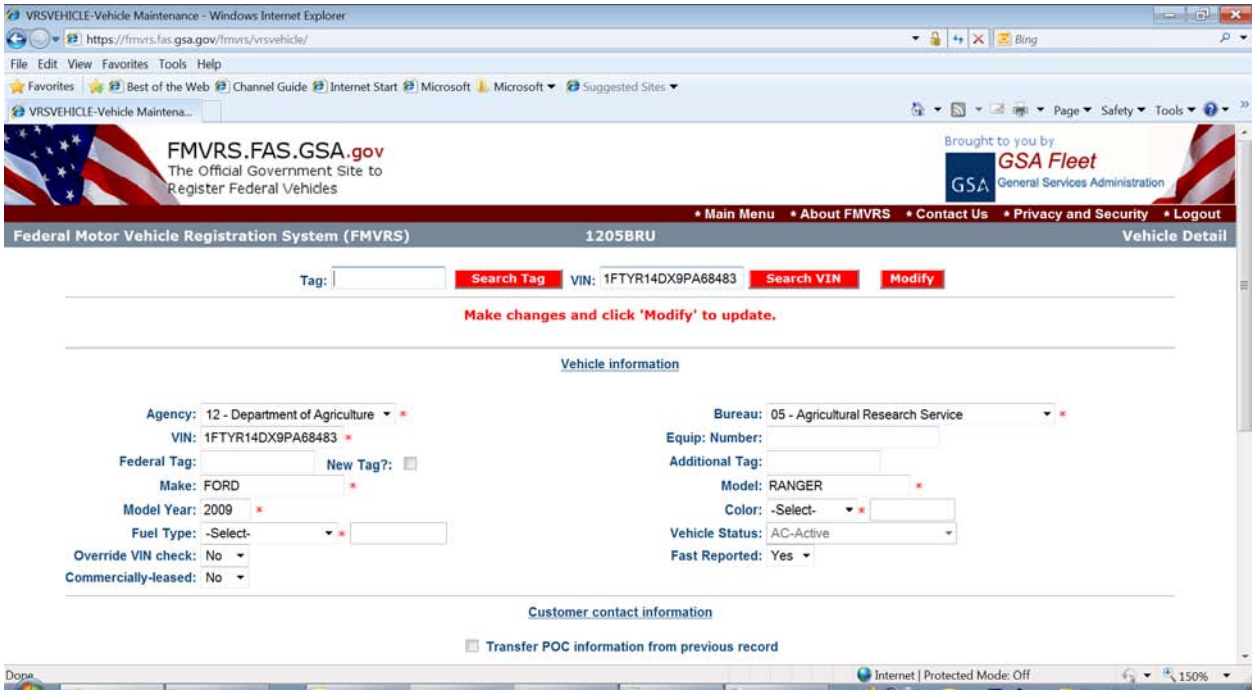


Auto Choice populates the FMVRS with a shell record when a vendor ships a new vehicle to the Agency. There are **2 Methods to Add a Vehicle (1) Vehicle Detail (Search by VIN), or (2) Assign License Plate to VIN**

Vehicle Detail – Update New Vehicle



Insert the VIN and select "Search VIN"



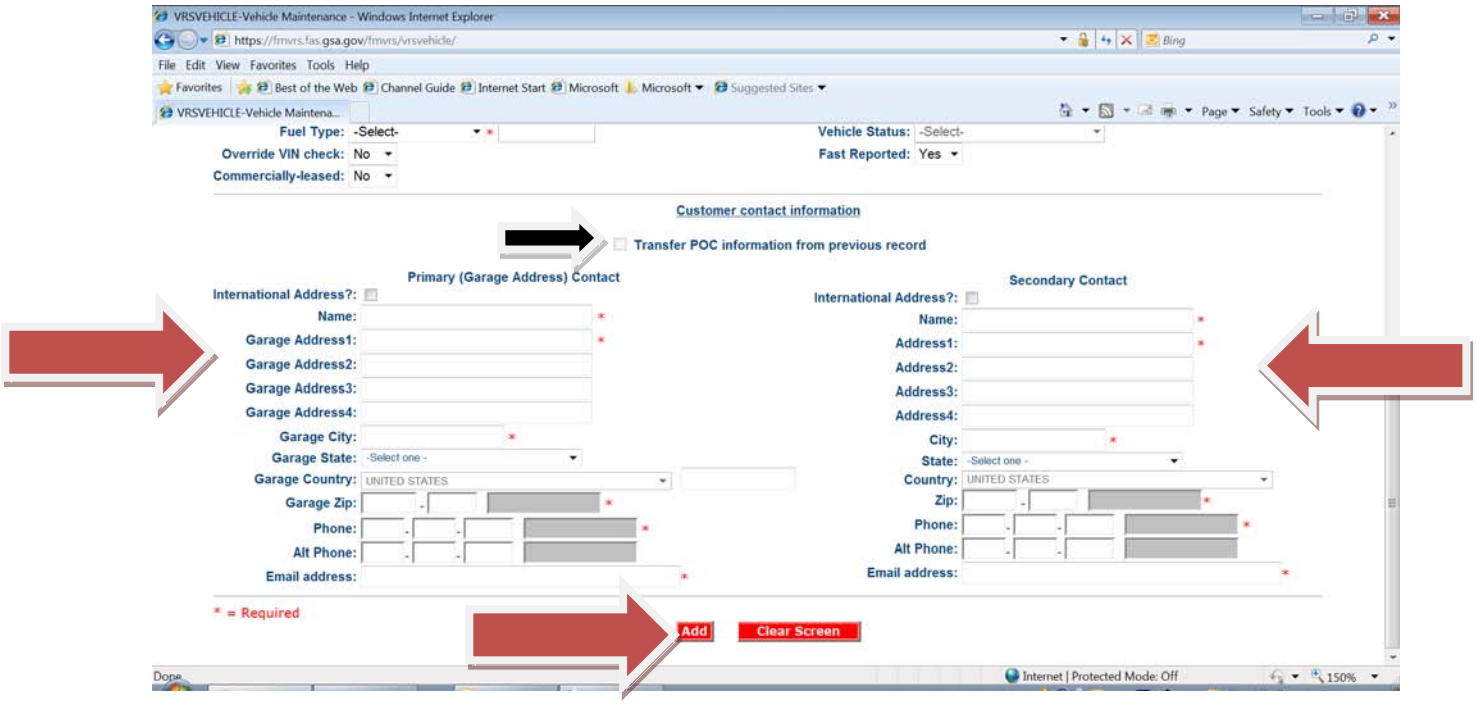
System Displays Information Received From Auto Choice

Assign the

- **TAG,**
- **FUEL TYPE (drop down menu), and**
- **COLOR (drop down menu)**

Scroll to Contact Information

Update Contact Information



Use the APO as the Primary Contact and the APMO as the Secondary Contact

ADDRESS 1: Enter official mailing address

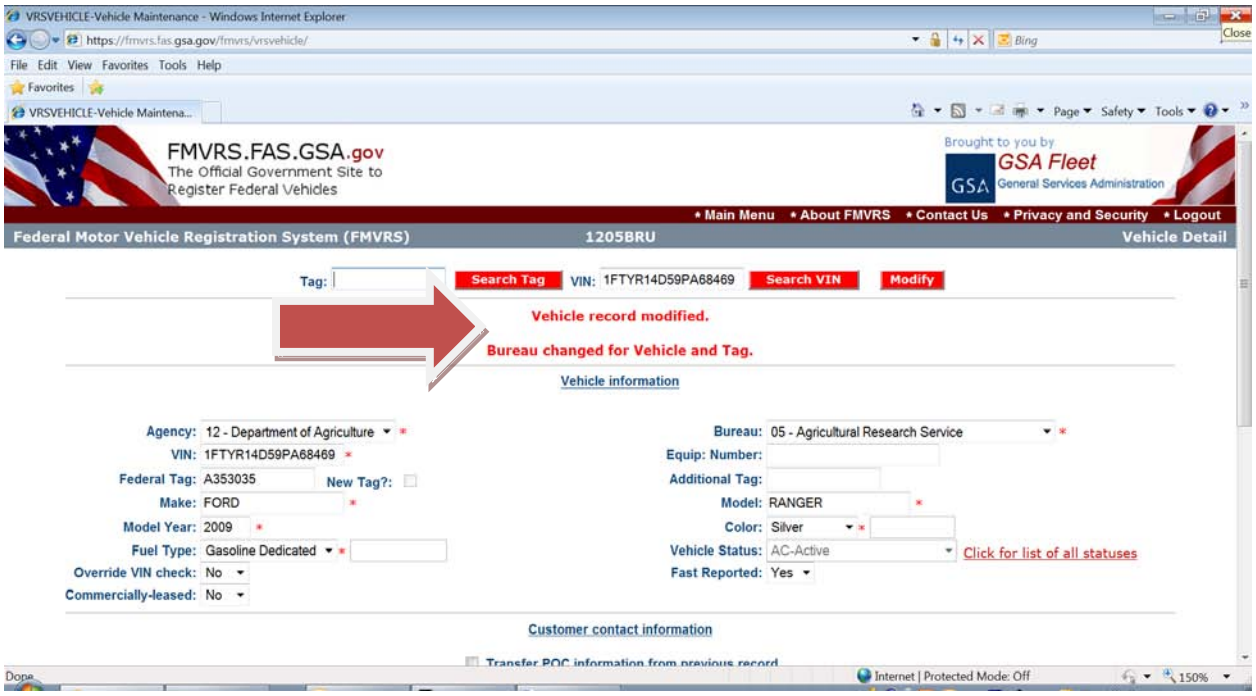
ADDRESS 2: Enter USDA ARS Name of Area

It is your discretion to enter specific location/lab information in Address 3 & 4. Fields not required

After completing all required fields - select "ADD"

You do not have to clear the screen after each entry – you can go back to the top and enter a new VIN.

Note the "Transfer POC for Previous Record" Button. After updating your first record, when update additional records select this button and it will pull the Contact information to the new record. You will only have to update the APO information.

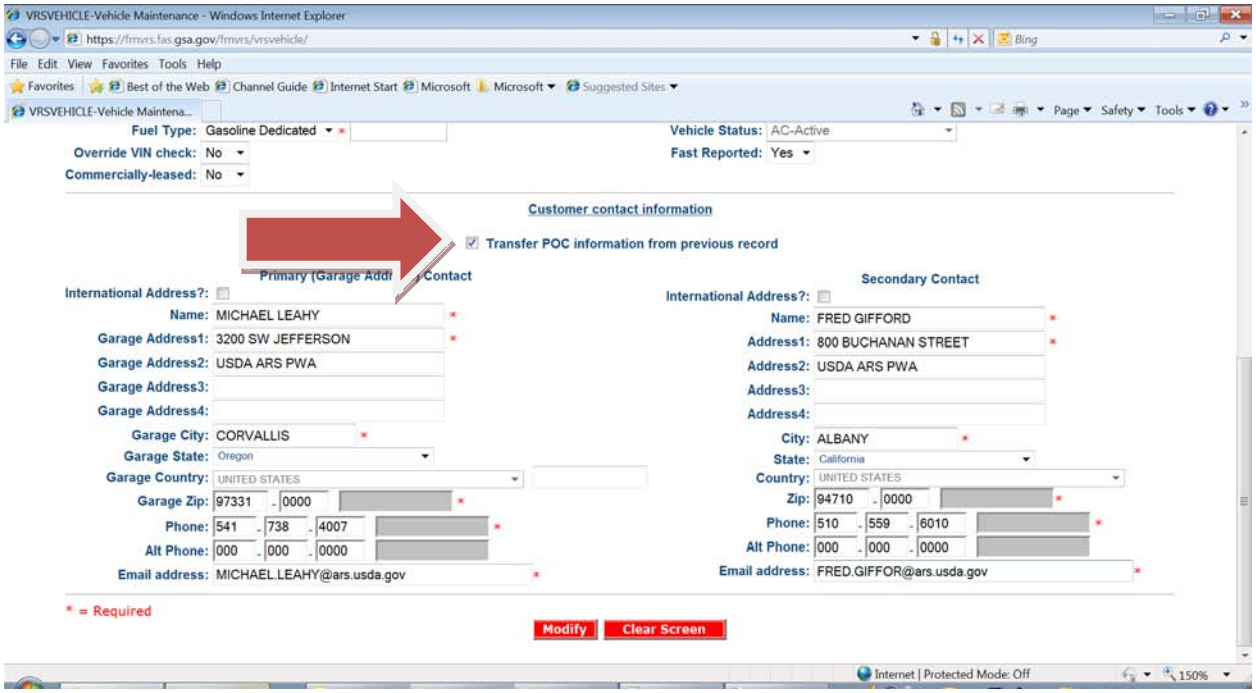


Record Successfully Added

When entering additional vehicles, you do not have to clear the screen after each entry – you can go enter a new VIN and Search.

Note the "Transfer POC for Previous Record" Button. After updating your first record, when update additional records select this button and it will pull the Contact information to the new record. You will only have to update the APO information.

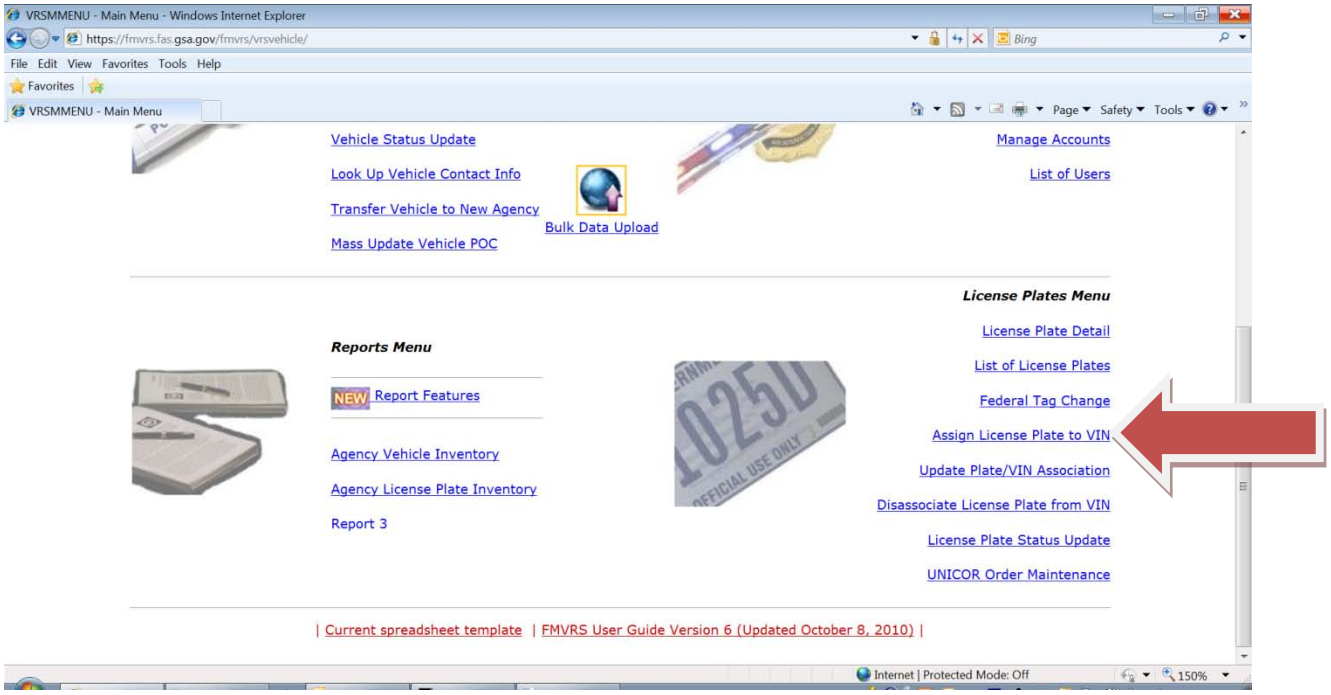
Transfer POC Information from Previous Record



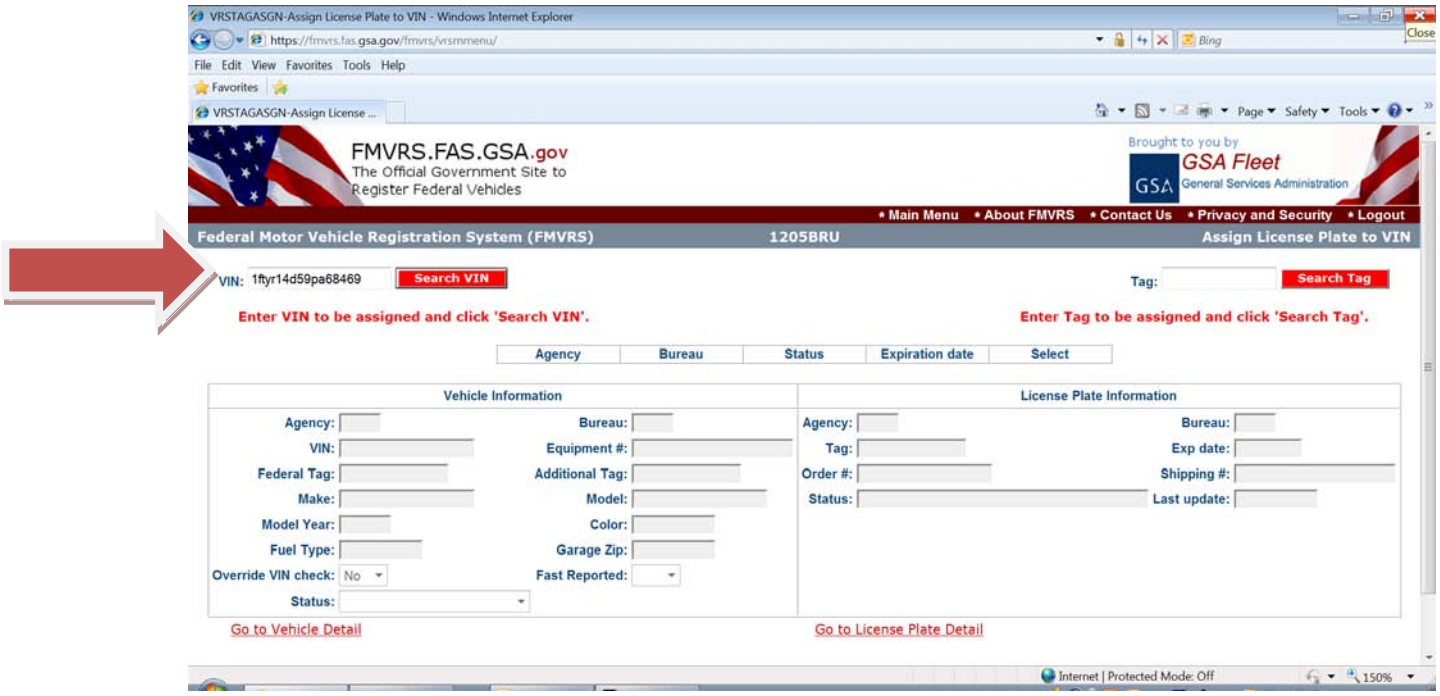
When updating additional vehicles, after displaying the vehicle detail, select **"Transfer POC info from Previous Record**" – it will autopopulate the Primary and Secondary Contact Information.

You will only have to update the primary contact info, since your secondary information will be the same.

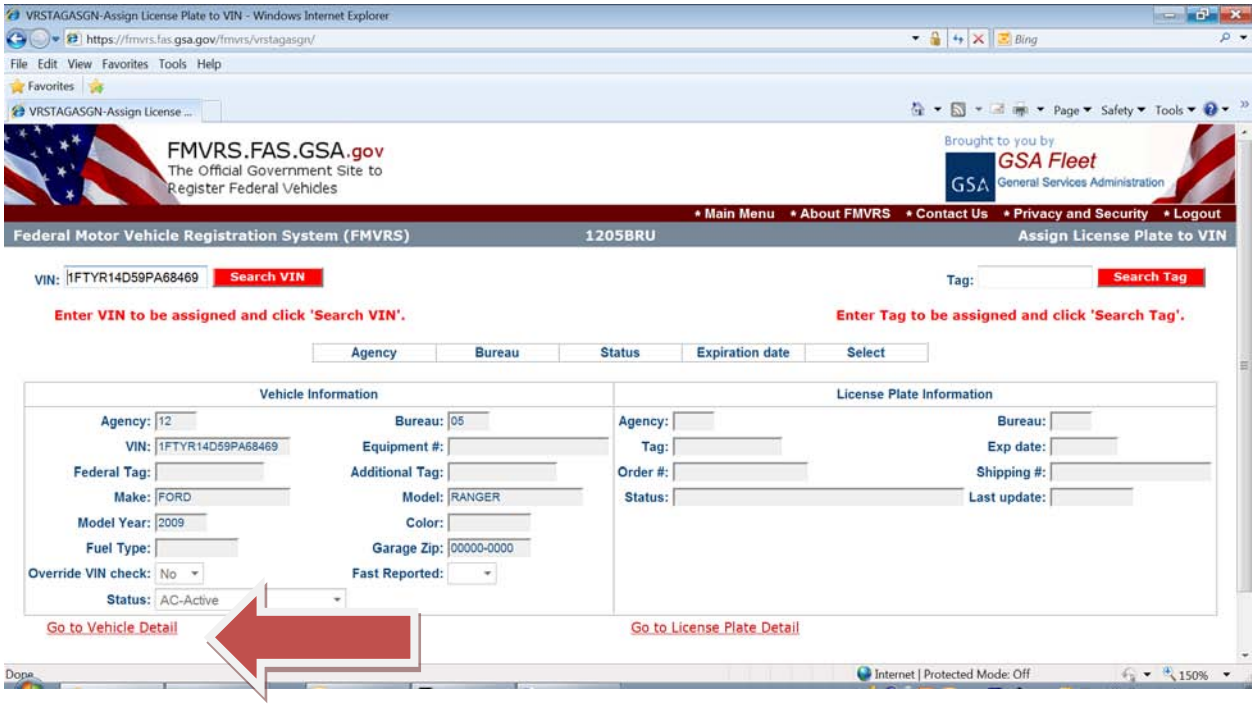
Assign License Plate To VIN – New Vehicle



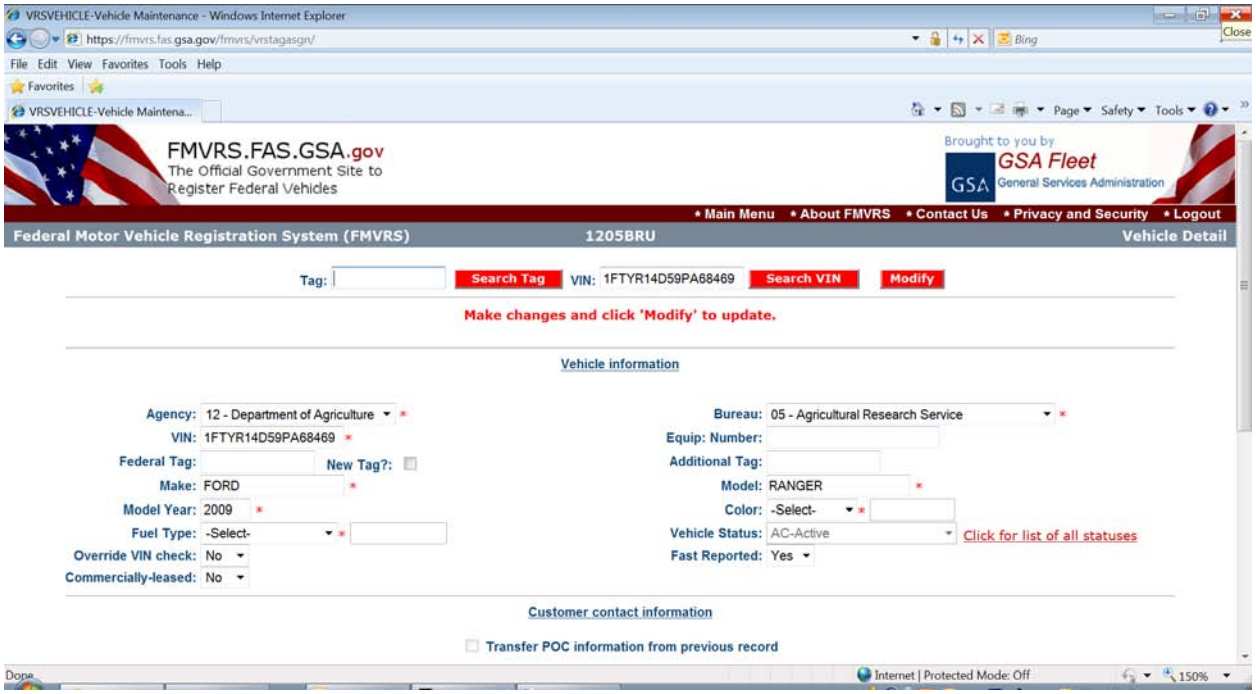
Under License Plate Menu – select **Assign License Plate to VIN**



Enter VIN and Search



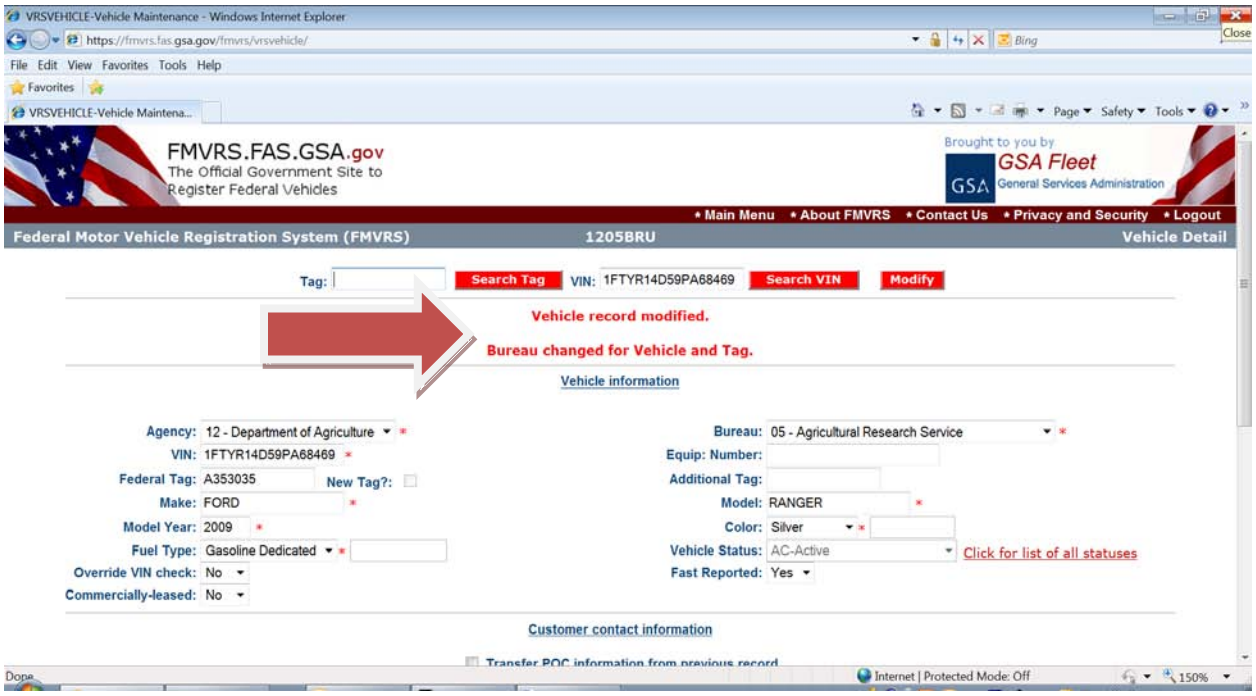
To update Contact Information select “Go to Vehicle Detail”



Complete Remaining Required Fields and Customer Contact Information

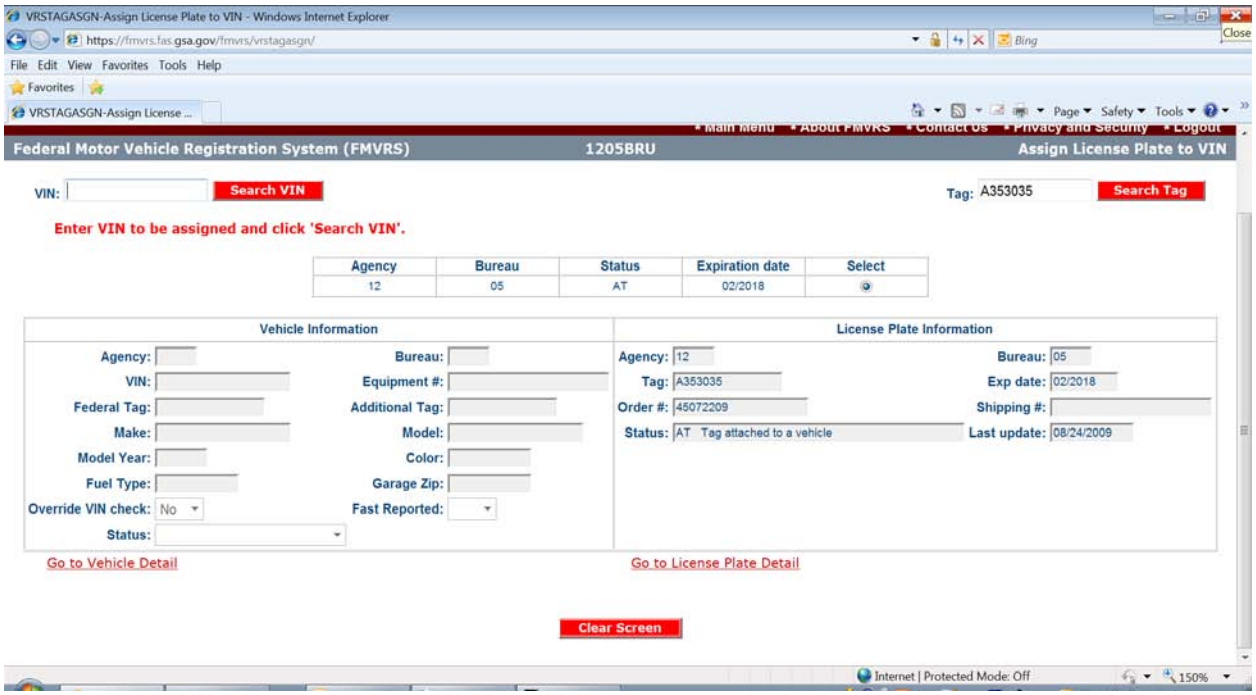
Remember to use the APO name and address as the Primary Contact and the APMO as the Secondary Contact.

Select **Modify.**



Record Successfully Added

Assign VIN/Assign Tag



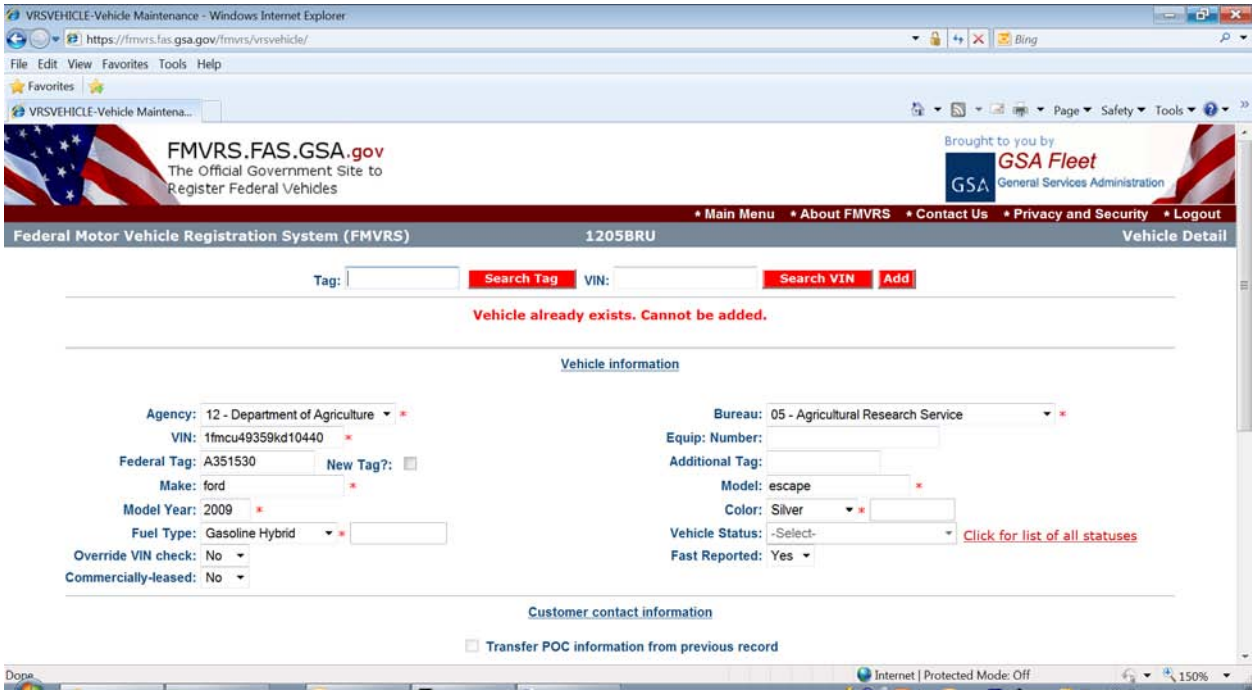
I Do Not Have An Example For This but you could have updated the Contact Information then selected "Assign VIN to Plate on the lower right corner. This takes you back to the Assign Plate to VIN screen.

Then Enter the Tag, Select

Then it would have pulled the two screens together and you could have selected the "Assign VIN and Tag".

Refer to the User Guide for screen prints

Error – Vehicle Already Exists

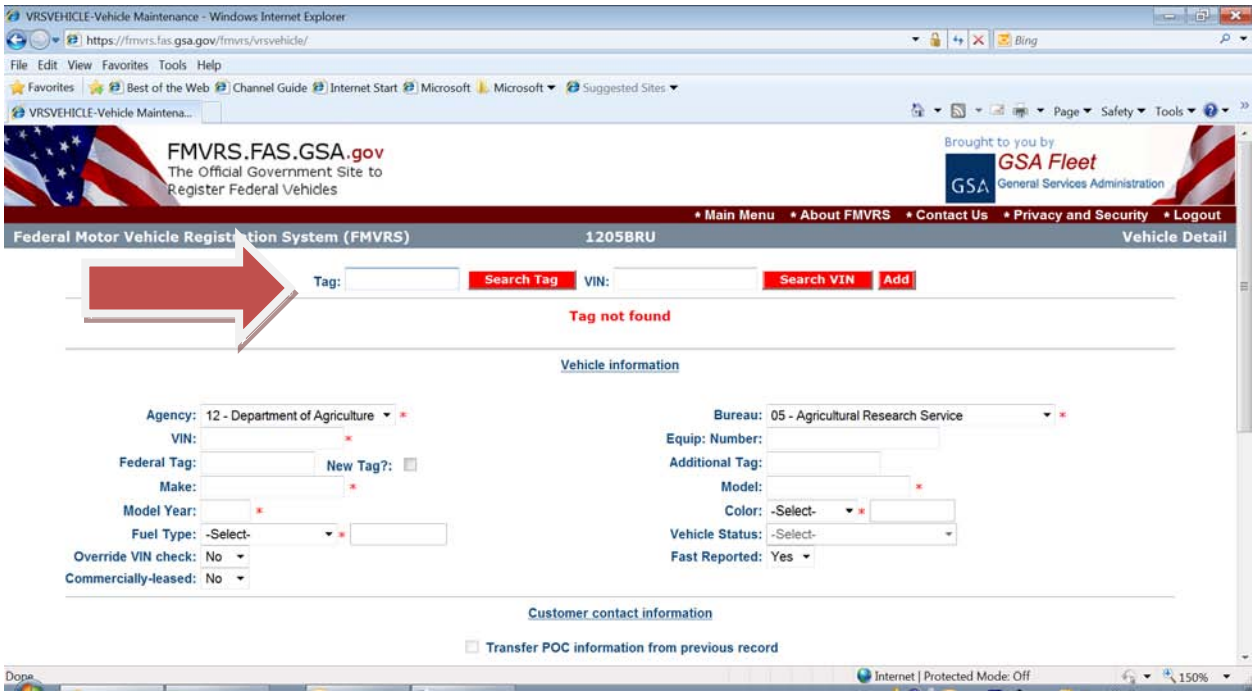


FMVRS performs system edits on Tag and VIN. If you try to update a vehicle and the Tag and VIN are already in the system, you will receive the following error message

Vehicle already Exists – Cannot be Added

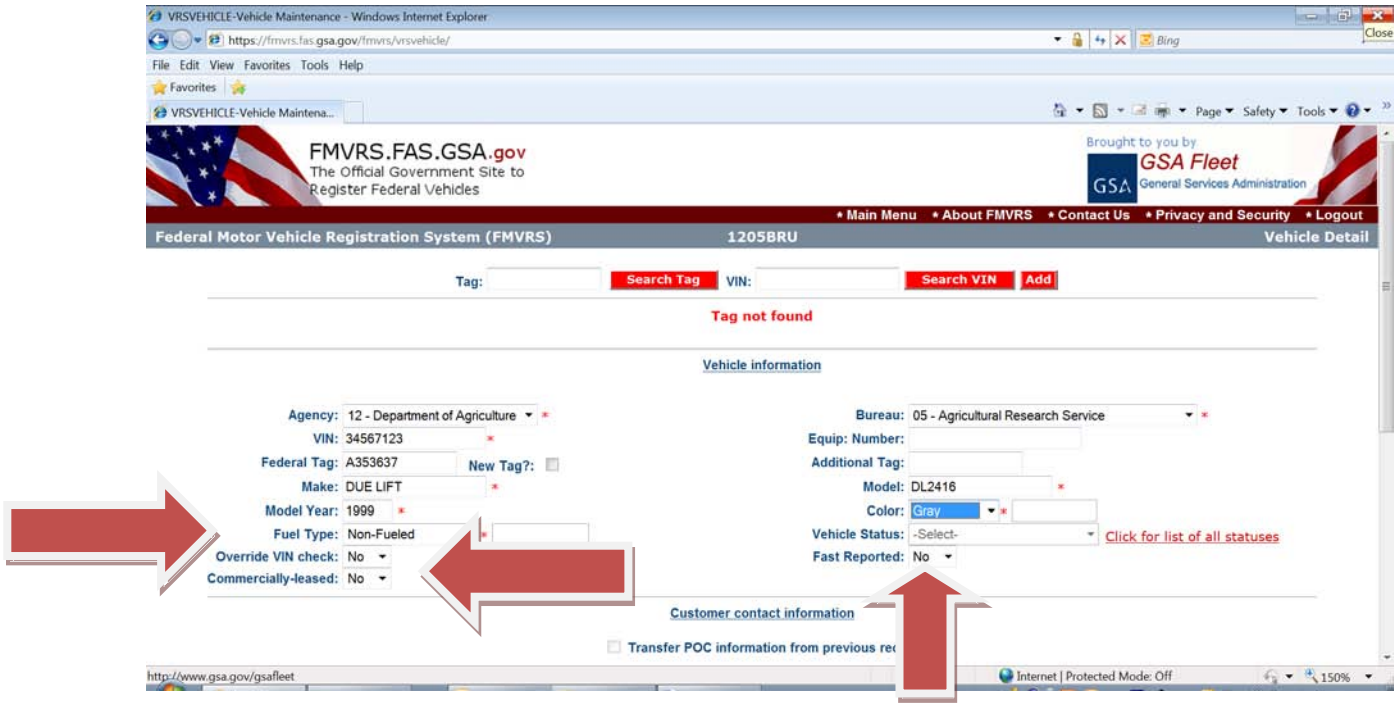
Manually Updating a Trailer

Use Vehicle Detail To Manually Add Trailers Or Older Vehicles That Did Not Get In The System



To manually add a Trailer or older vehicle that did not get added originally - Enter the Tag Number and Search. If the tag is in the system, update information as appropriate.

If the tag is not in the system, you will see the message **"Tag Not Found".** Proceed



Update required information. VIN, Make, Model Year, Model, and Color are required fields.

New Tag: if this is a older tag select new tag – (this refers to whether the tag is in the FMVRS inventory system, not that it is a new style tag)

VIN: If there is no VIN/Serial Number - Use the tag number. VIN is a unique field

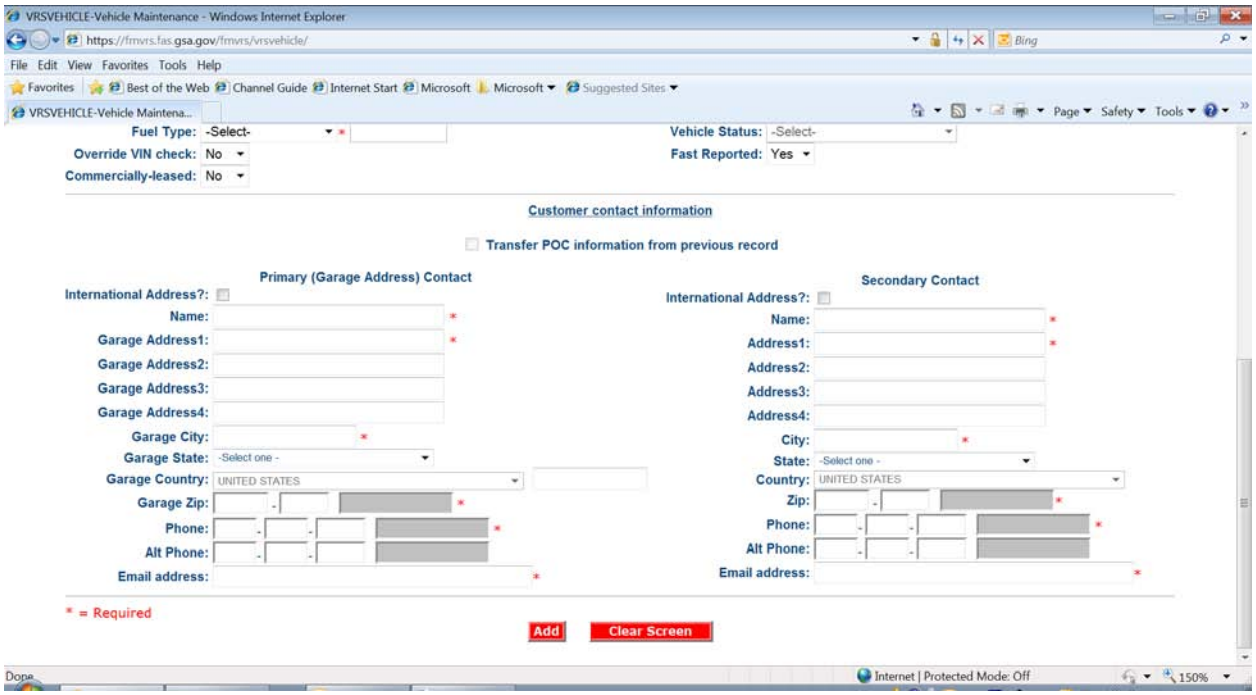
Fuel Type: Non-Fueled

FAST Reported: Change to No

Override VIN Check: Change to YES

Scroll down to complete the CONTACT INFORMATION

Contact Information



For consistency, use the APO as the Primary and the APMO as the Secondary

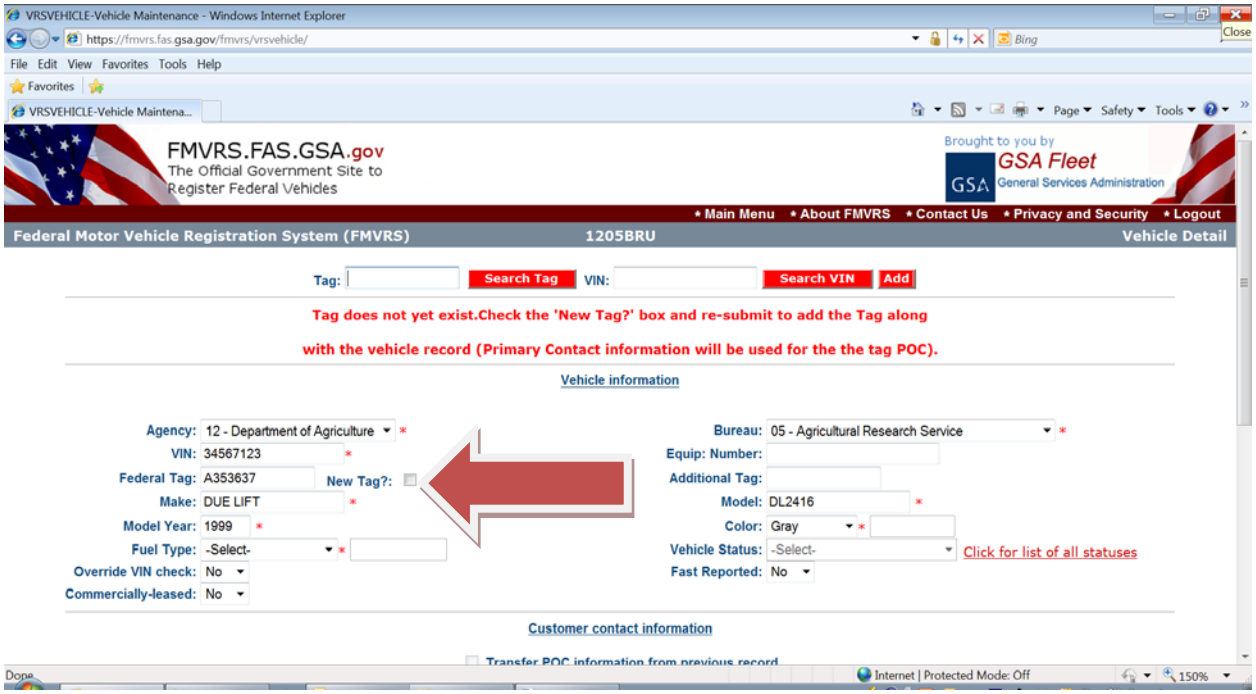
ADDRESS 1: Enter official mailing address

ADDRESS 2: Enter USDA ARS Name of Area
(It is your discretion to enter specific location/lab information in Address 3 & 4) not required

After completing all required fields - click on "ADD"

You do not have to clear the screen after each entry – you can go back to the top and enter a new tag number.

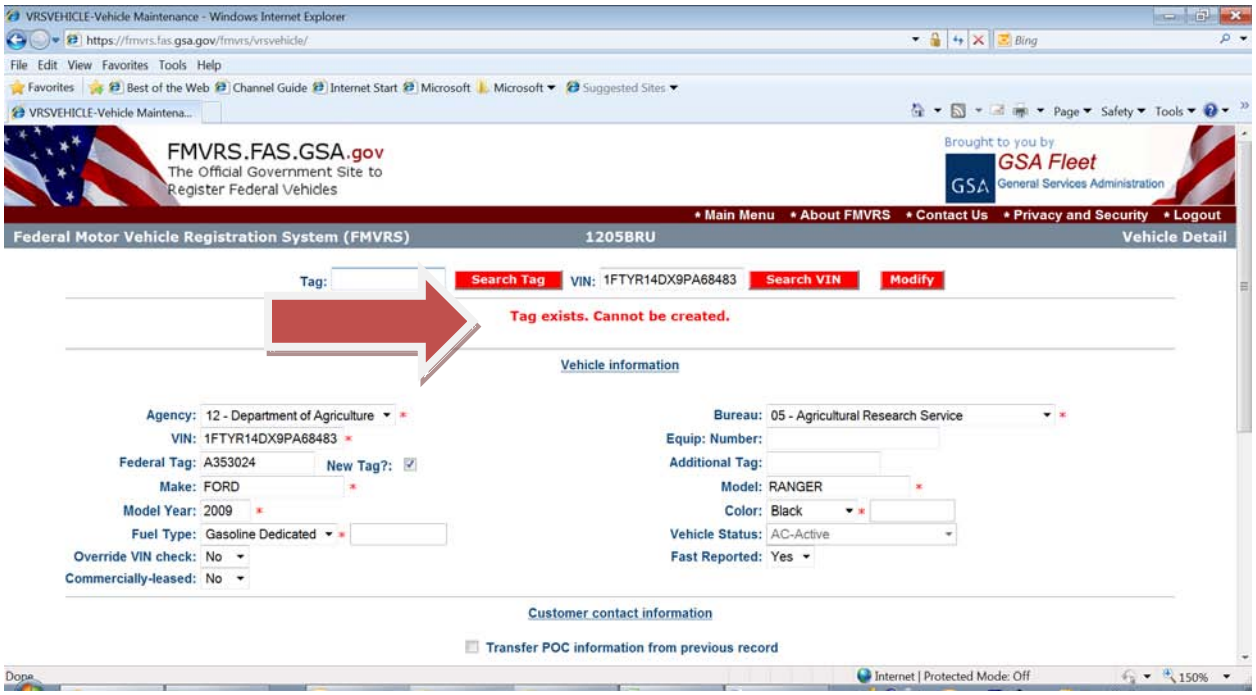
Error - Tag Does Not Yet Exist



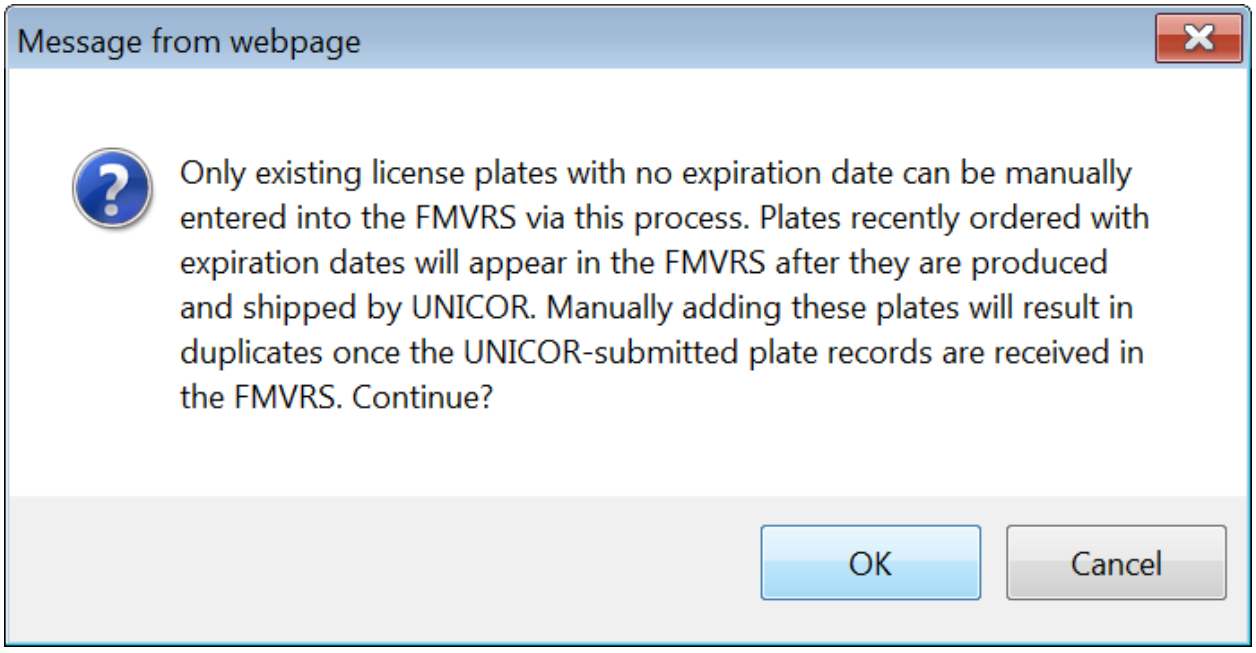
If you did not select the New Tag - this is the error message that you will receive

Older tags are not in the system. If you receive the message- "Tag Does Not Exist" check "New Tag" (this refers to a new tag to the system, not a new style tag).

Error – Tag Already Exists

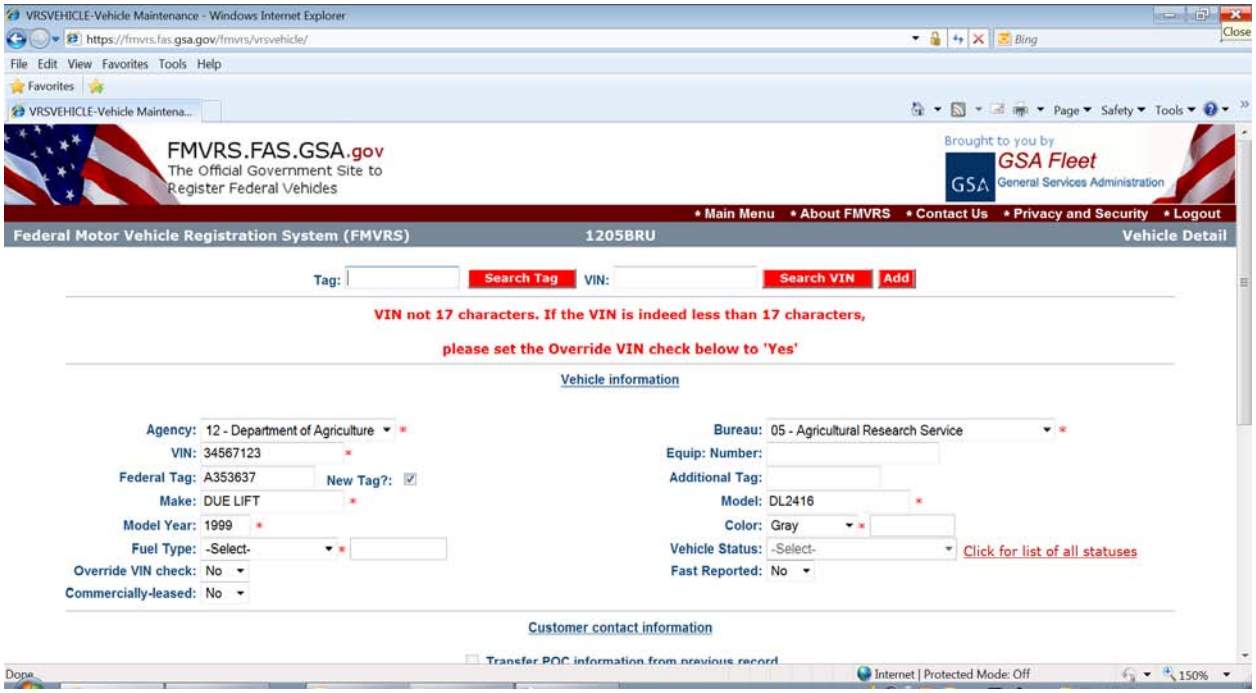


If you get this message – uncheck the "New Tag" block. Then you will receive this message:

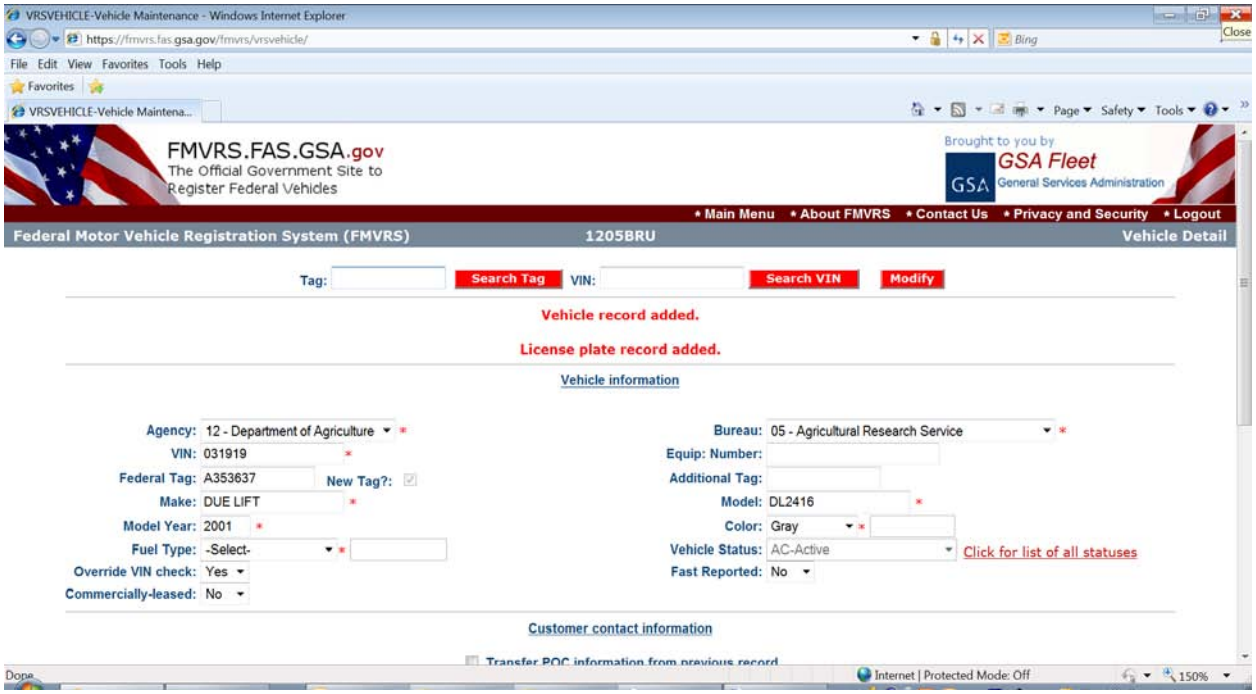


Select OK. You will Now that our existing fleet is in FMVRS – you should not have to do this for vehicles.

Error - VIN Override Check



For an unconventional VIN, change the VIN Override Check to YES



Record Successfully Added

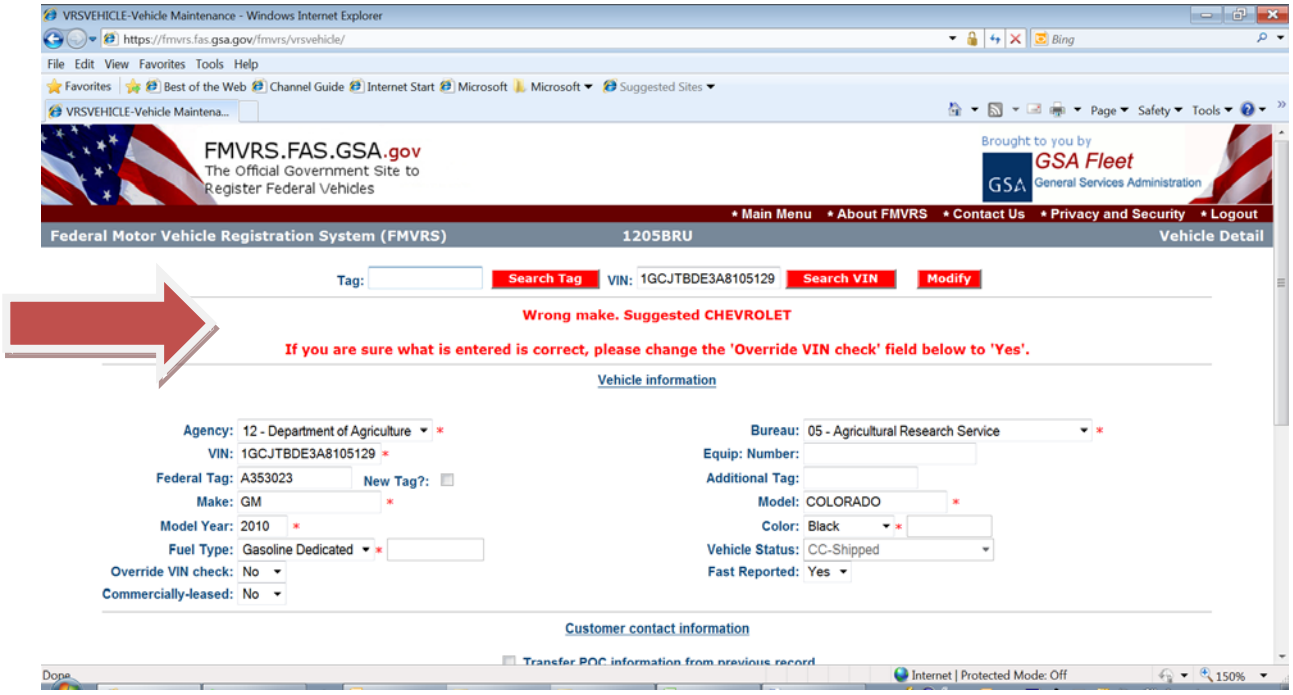
When adding multiple records remember to use the **"Transfer POC info from Previous Record**" – then you will only have to update the primary contact info, the secondary information will be the same.

Manually Updating an Older Vehicle

Use Vehicle Detail to manually update older vehicles that did not added to the system during the initial upload.

Follow the screenprints for updating a trailer. However, do not change FAST Reported.

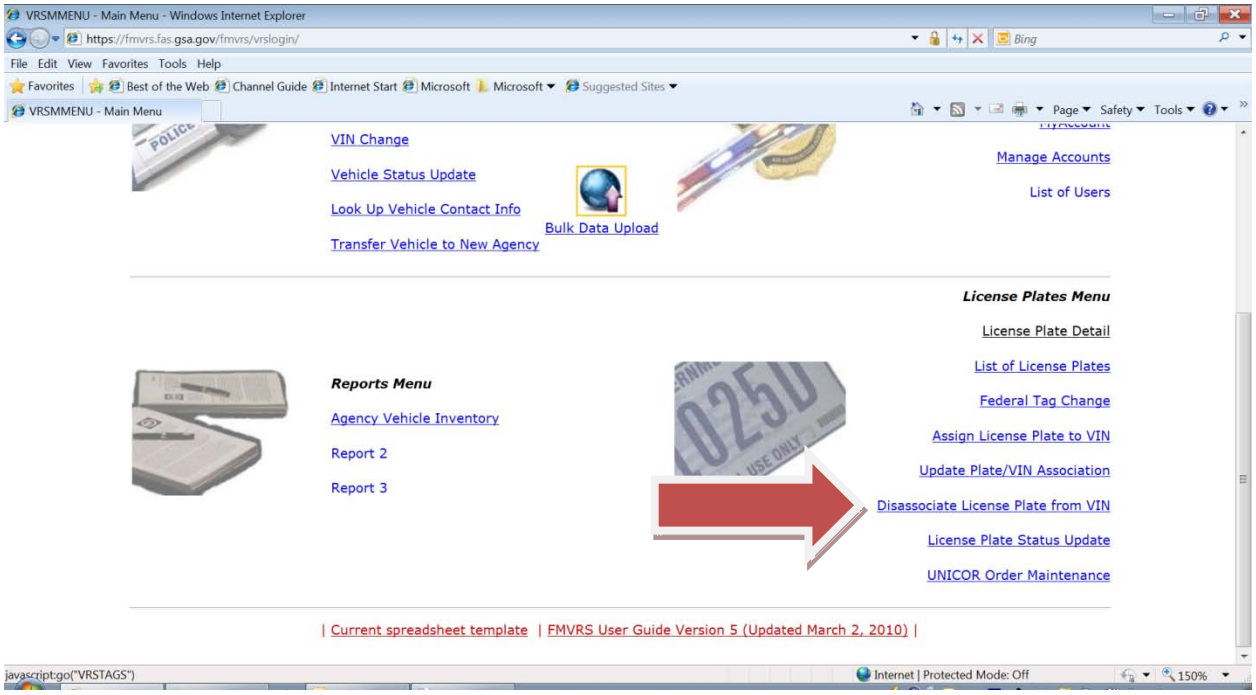
VIN Error



When manually adding a VIN, the system may give you errors based on the VIN. The format of a VIN is specific to the vehicle make and model.

For unconventional vehicles and trailers, change **"Override VIN Check to YES**

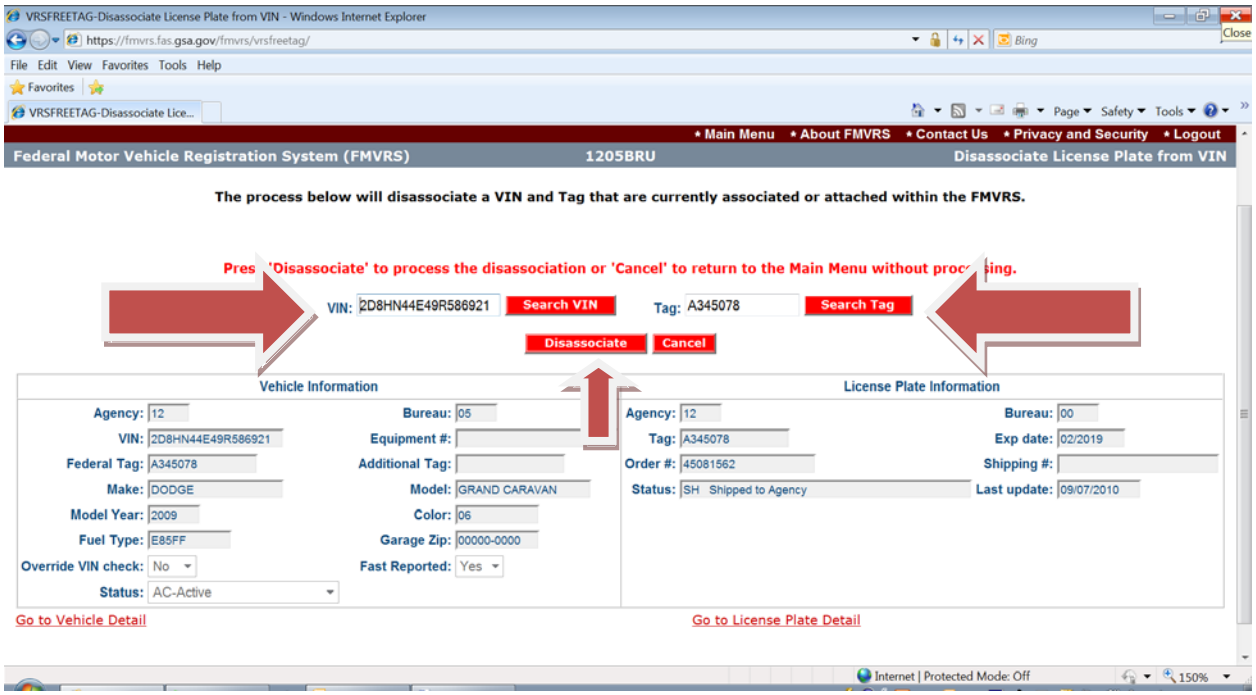
Changing Plate Number – Lost/Stolen Plate



The procedure to change a plate due to lost/stolen is a 3-step process:

1. **Disassociate License Plate from VIN (remove plate from vehicle)**
2. **License plate Status (change the plate status to missing)**
3. **Assign License Plate to VIN (assign new plate to vehicle)**

Disassociate License Plate from VIN

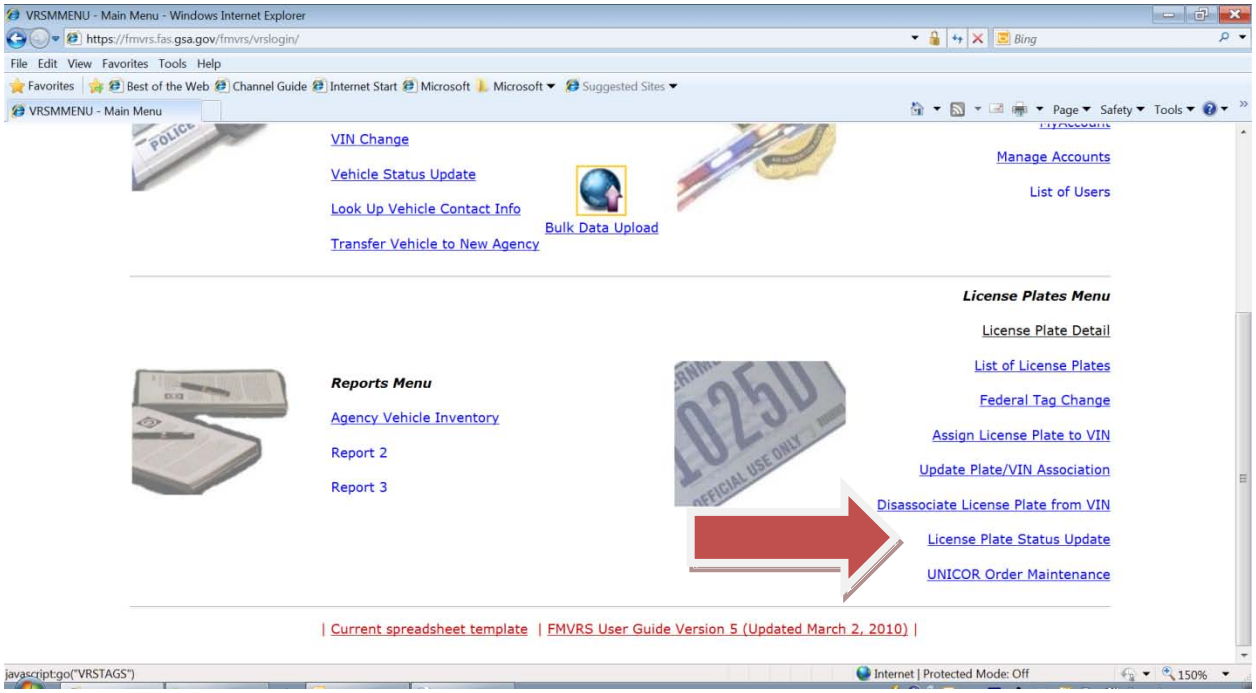


Enter VIN or Tag and Search

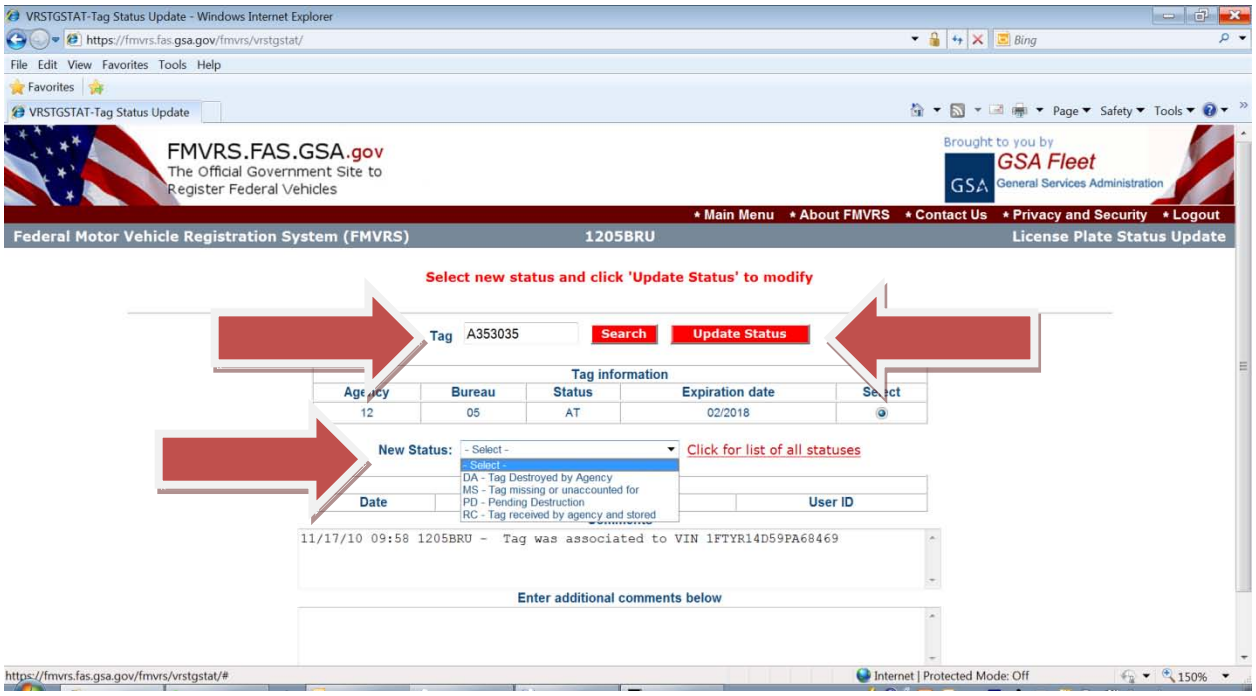
Review to ensure appropriate record

Select “Disassociate”

Change Status Of License Plate



Select “License Plate Status Update”

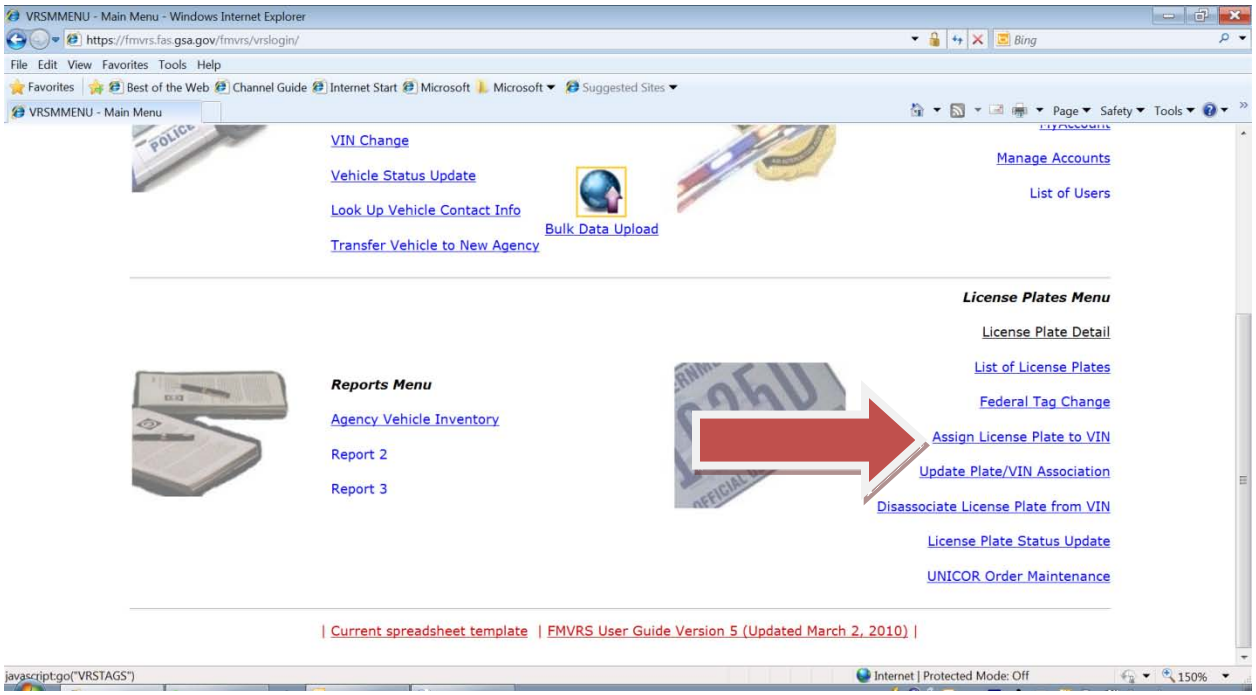


Enter **Tag and Seach**

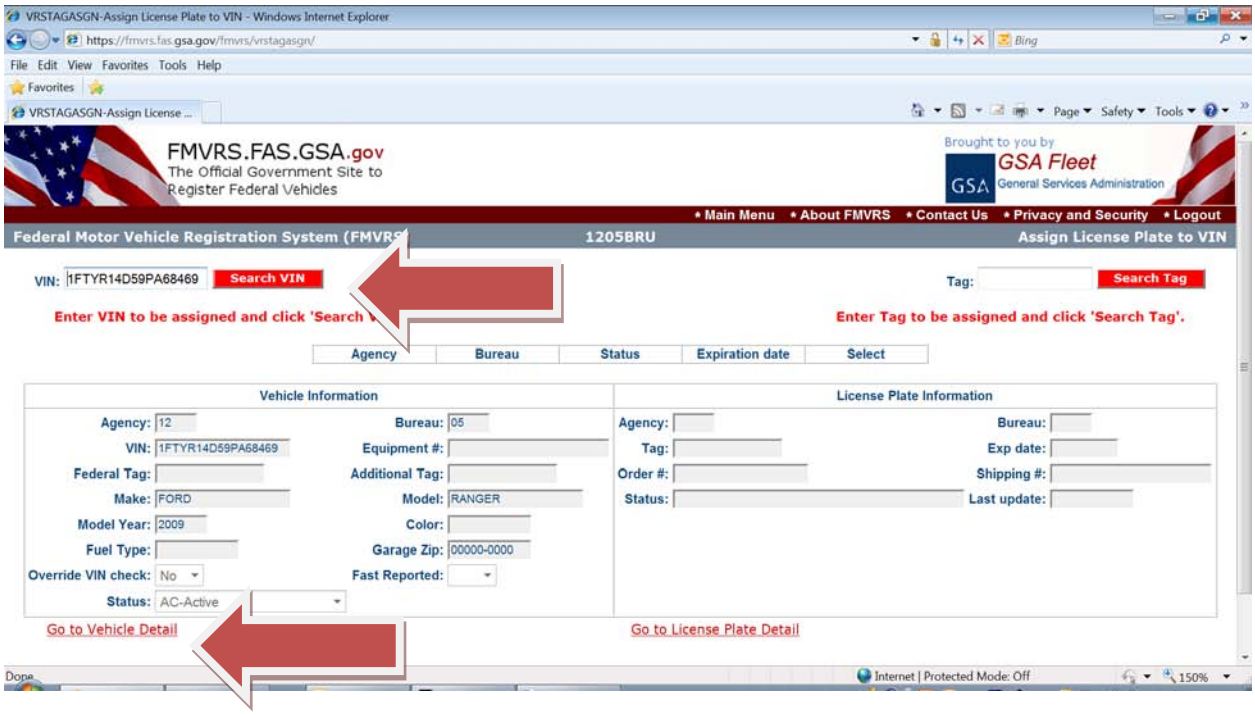
Select **New Status from drop down menu (MS-missing)**

Update Status

Assign License Plate to VIN

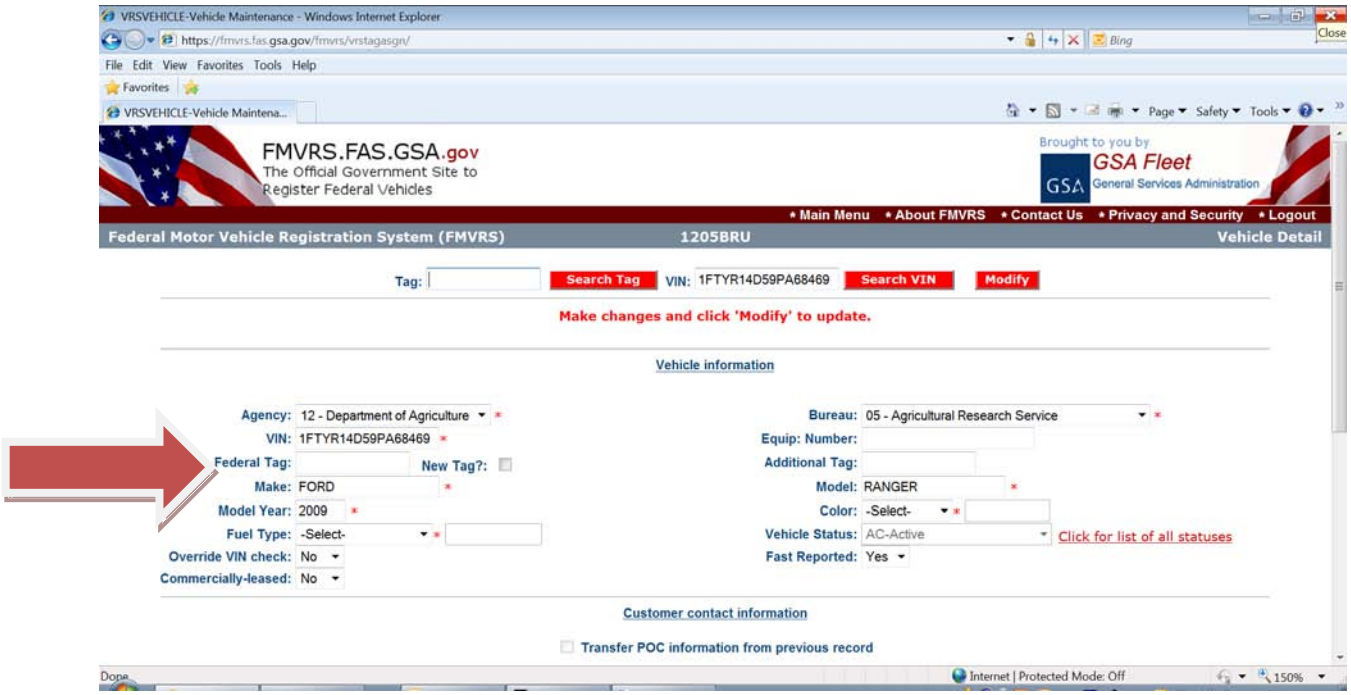


Select Assign License Plate to VIN



Search by VIN (or Tag-if you have confirmed receipt of tag)

Select “Go to Vehicle Detail”



Enter New Plate/Tag number

Select **Modify.**

I Do Not Have An Example For This but you could have updated the Contact Information then selected "Assign VIN to Plate on the lower right corner. This takes you back to the Assign Plate to VIN screen.

Then Enter the Tag, Select

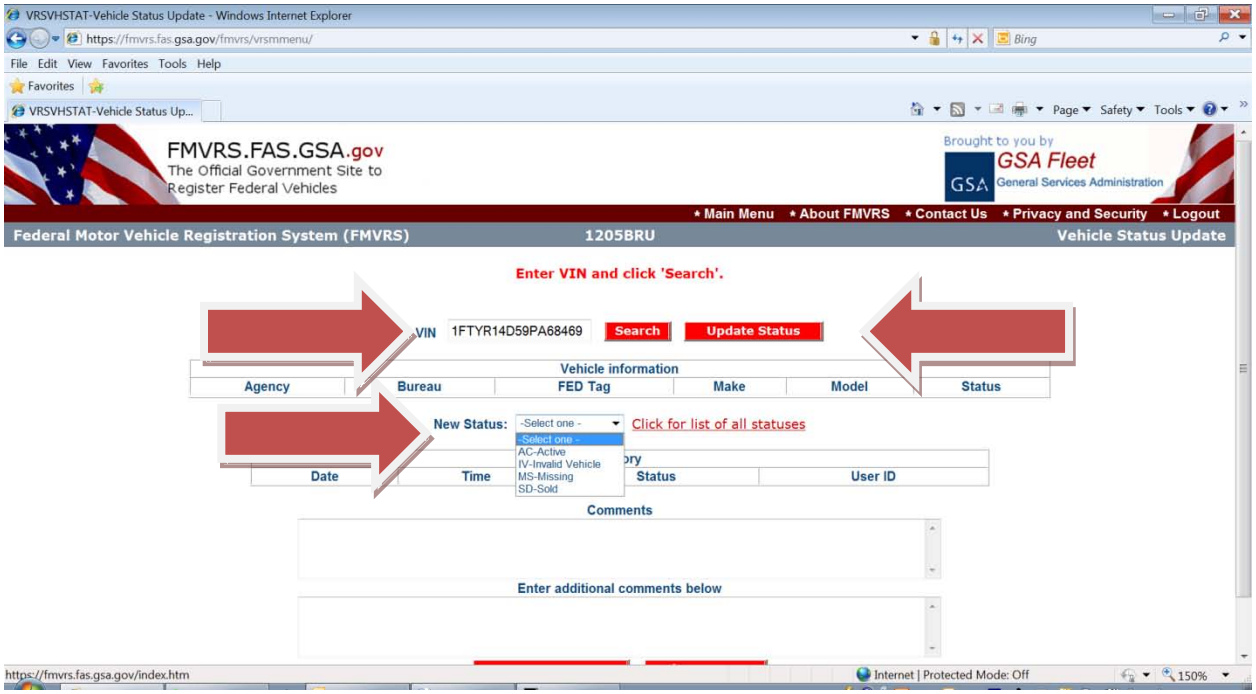
Then it pulls the two screens together and you could have selected the "Assign VIN and Tag".

Refer to the User Guide for screen prints

Change Vehicle Status - Stolen or Sold Vehicle

Select Vehicle Status Update

Missing/Stolen Vehicle

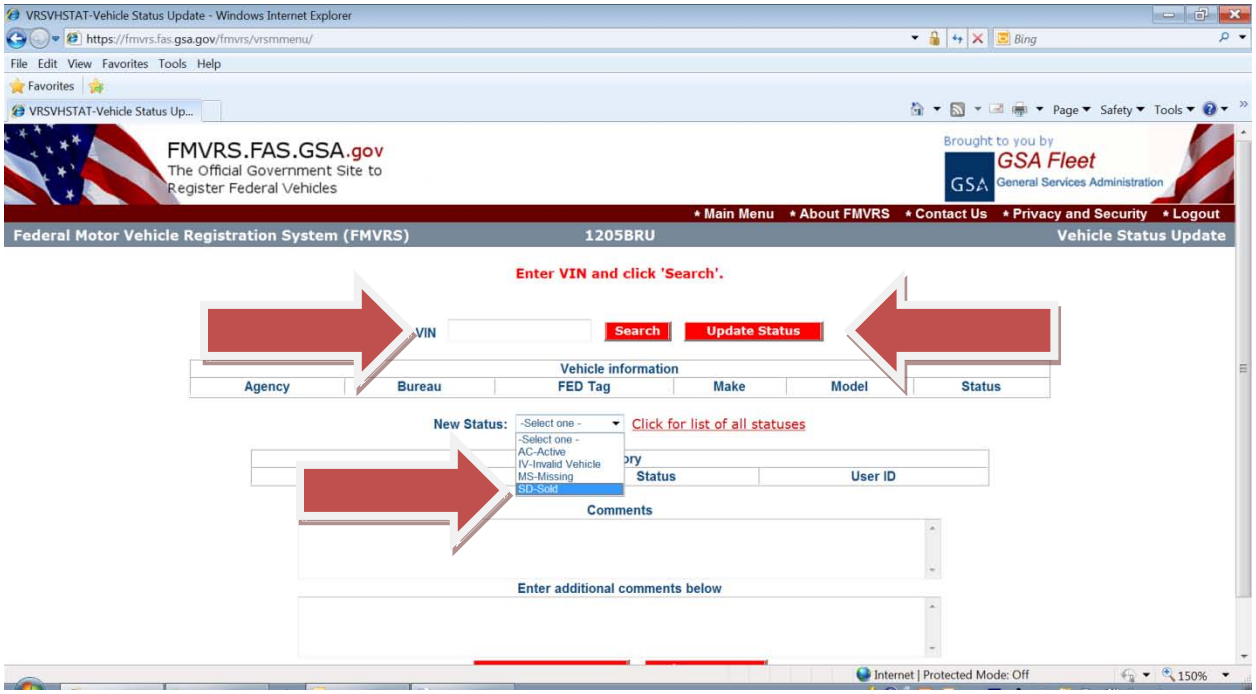


Enter VIN and Search

Under New Status, Use Drop Down to select **"Missing**"

Select "**Update Status**"

Sold Vehicle

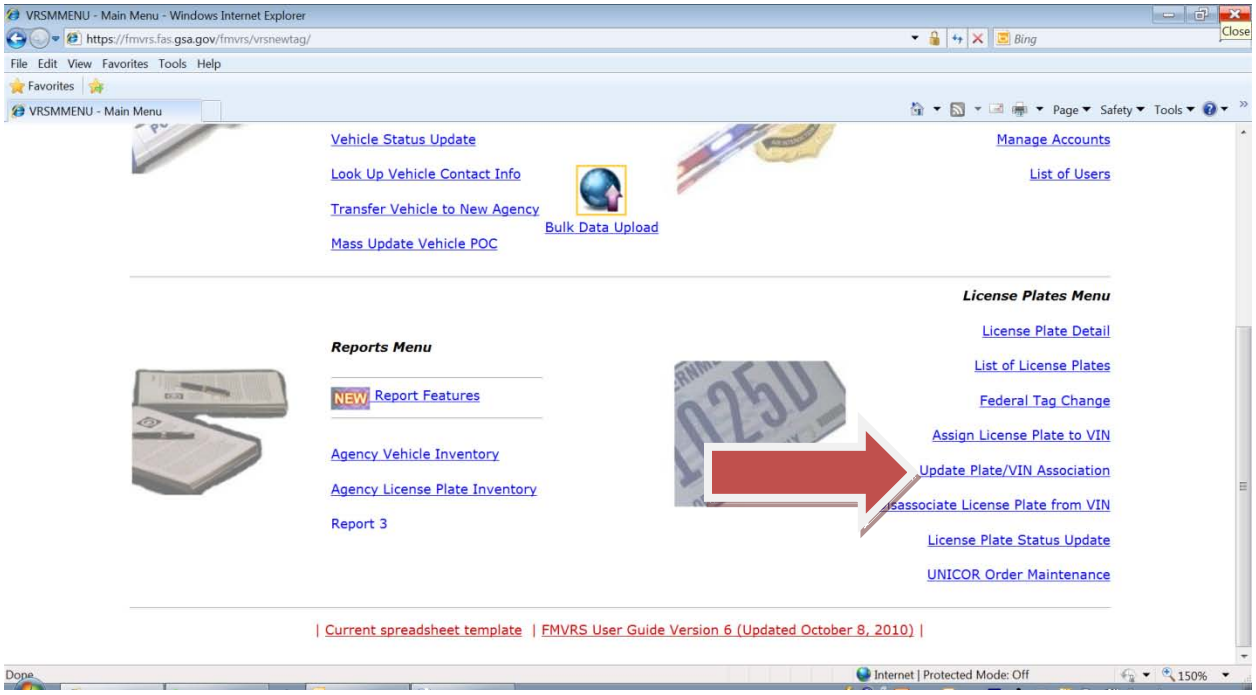


Enter **VIN and Search**

Under Status – use drop down to select **“Sold”**

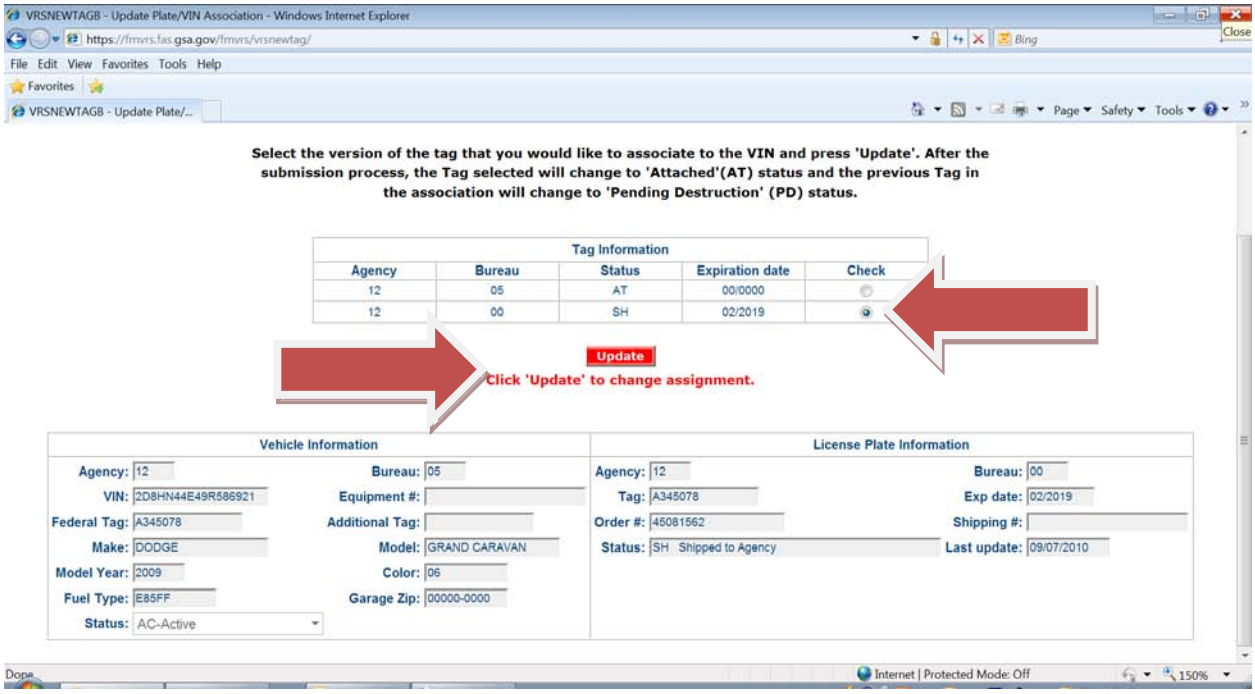
Update **Status**

Update Plate/VIN Association (Assigning Plate w/ Exp Date)



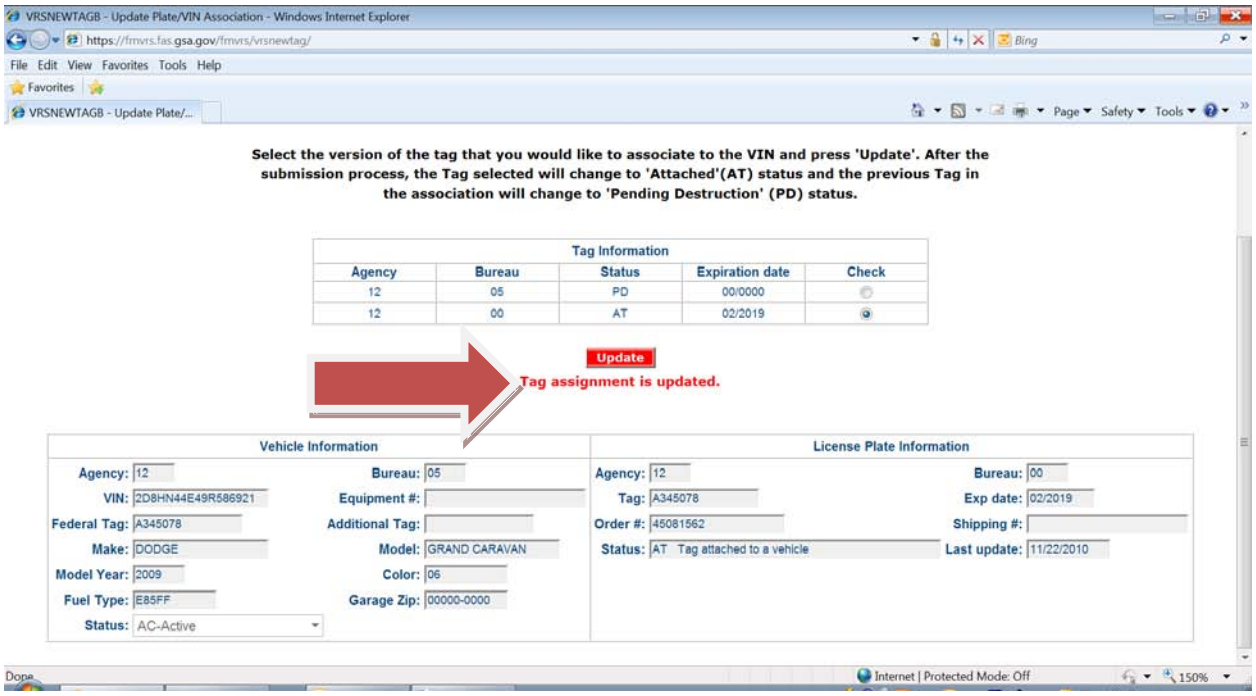
Use this option to assign new style tag to existing vehicle and place the old style tag in a pending destruction status

Enter tag (or VIN) and select Search



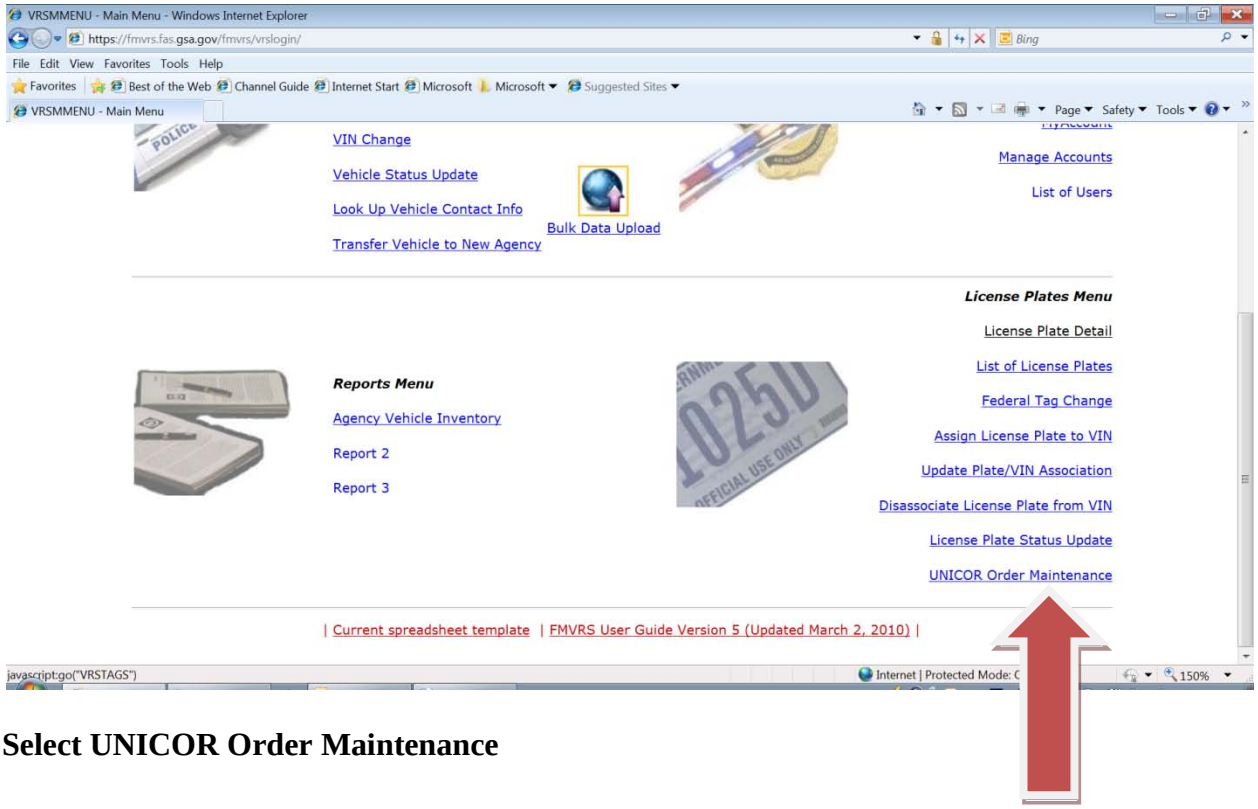
Select the version of the tag that you want associated with the vehicle VIN

Select "Update"

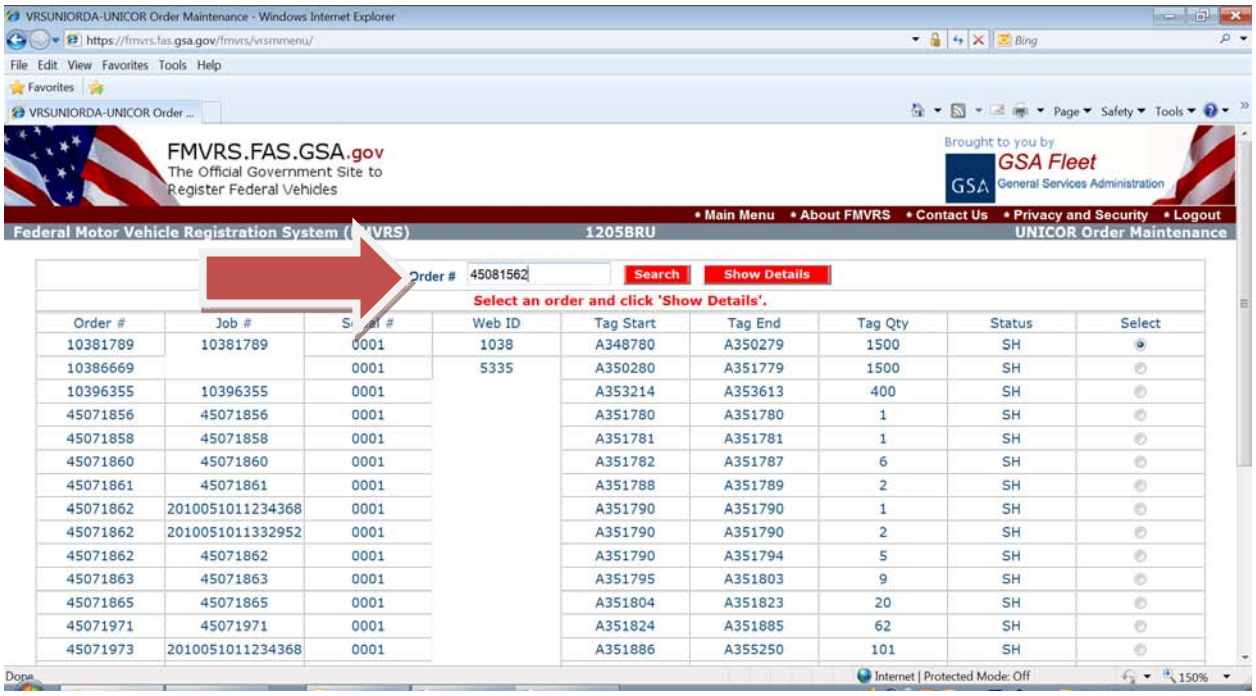


Record successfully changed

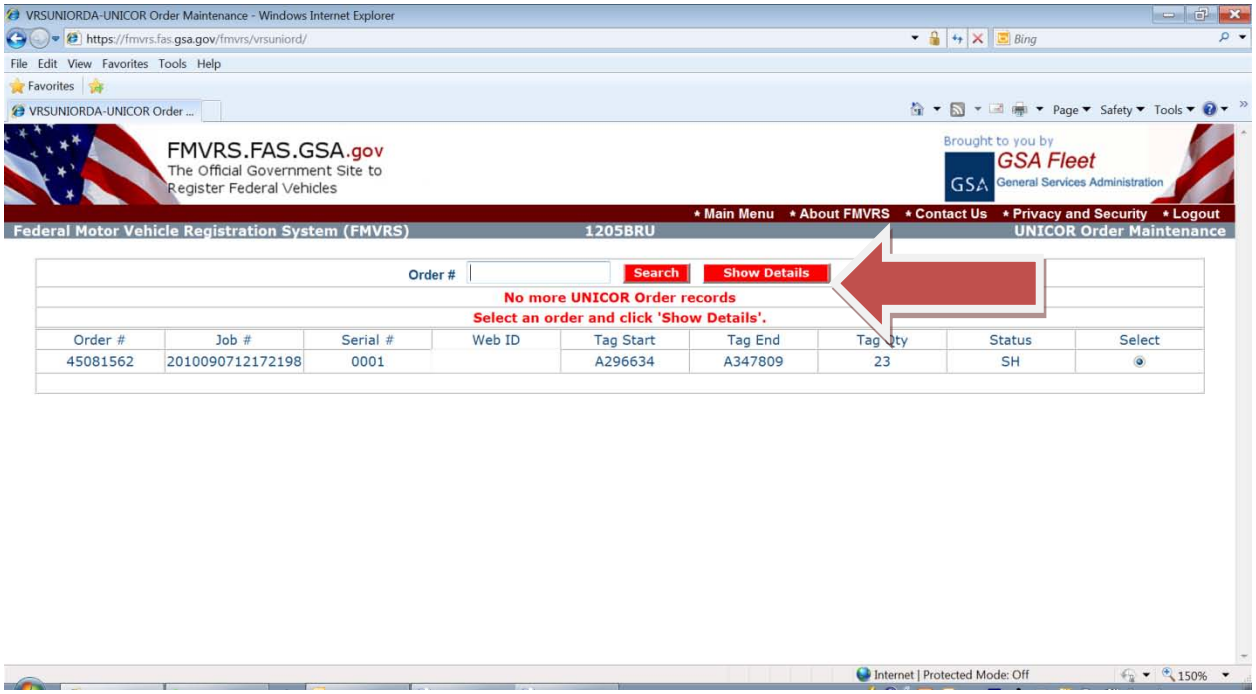
Confirm Receipt of Tags



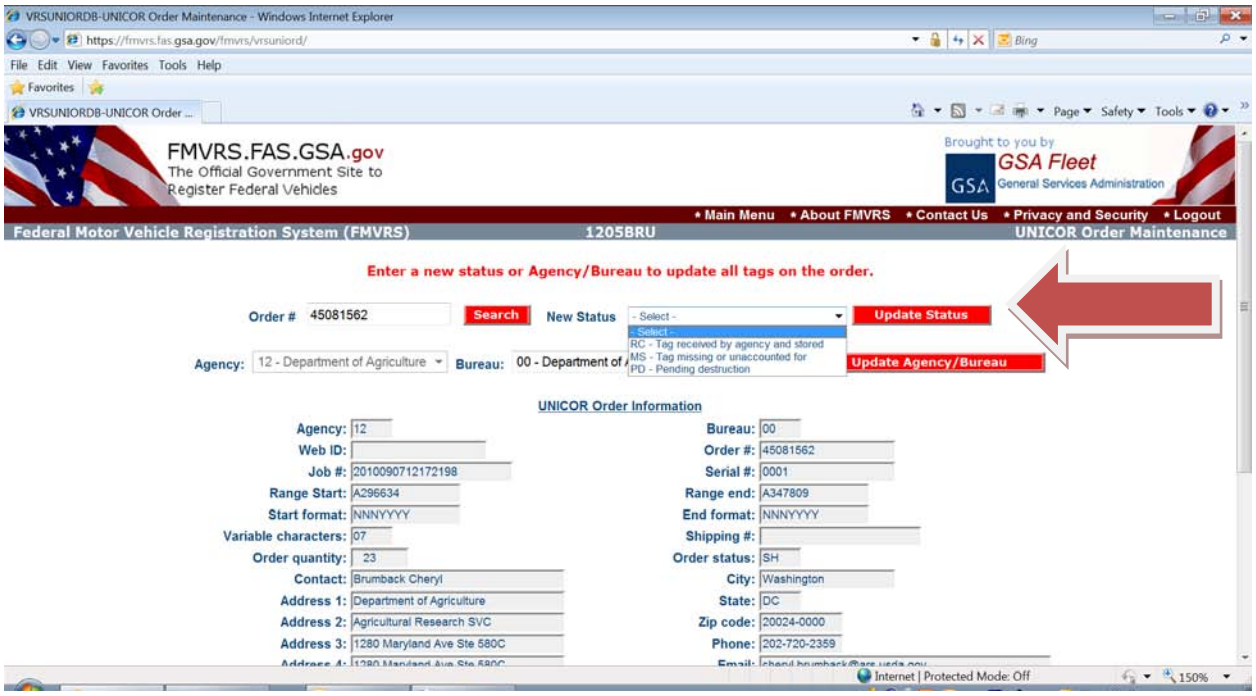
Select UNICOR Order Maintenance



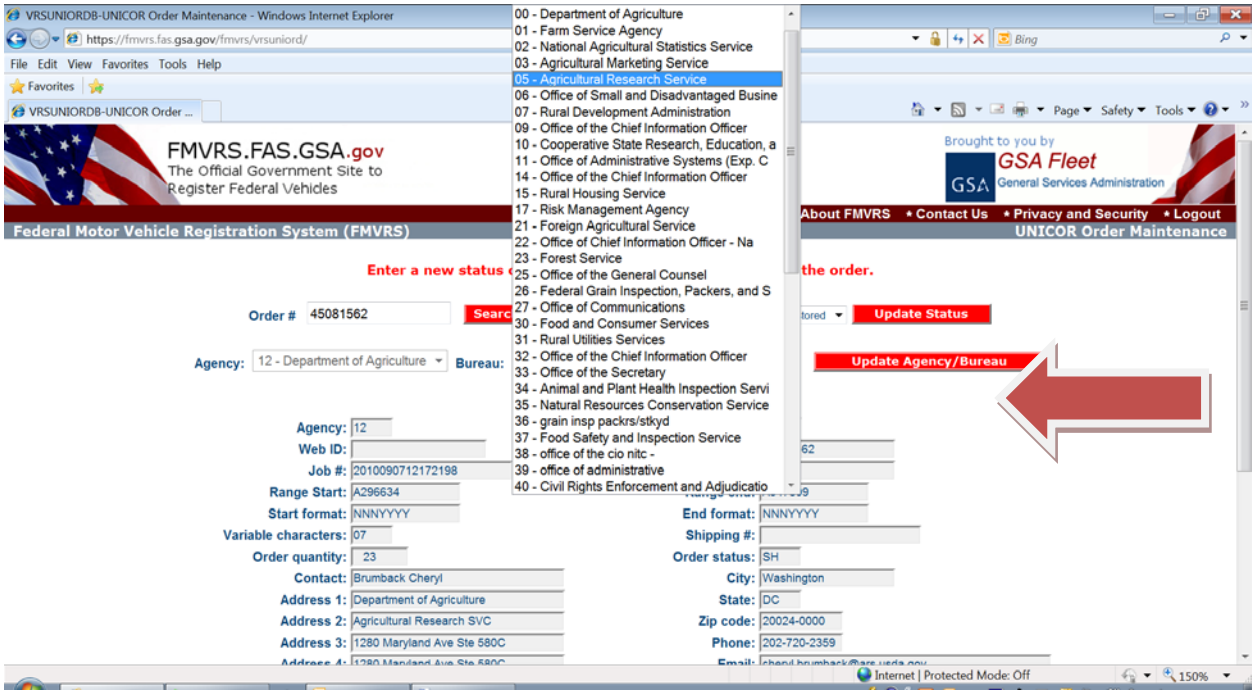
Enter "**Order Number"** and Select **"Search"**



Select **“Show Details”**



Update Status to **“Received”**



Review & Update Agency/Burear
Select **05-ARS** (Do not select 03)

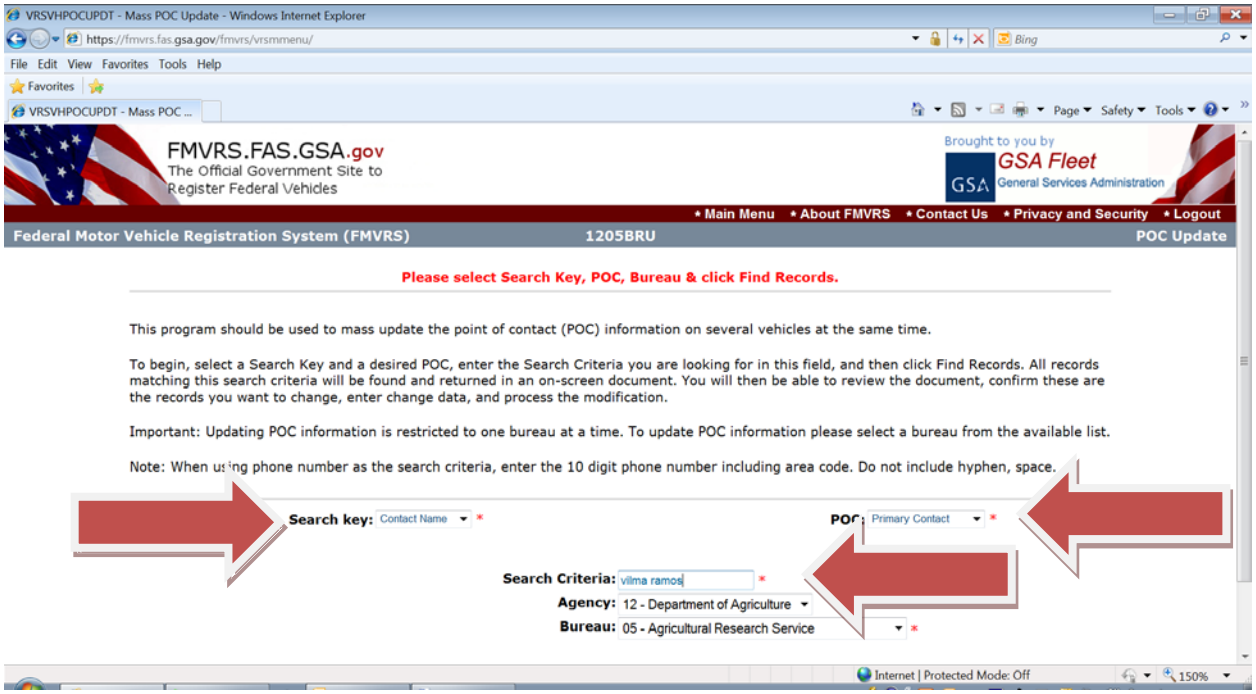
You have to enter a “Comment” (enter date received or OK) – then Save

(it takes a long time for UNICOR to update FMVRS with new plate orders – approx 8 weeks)

Mass Update Vehicle Point of Contact

To change Primary POC, Secondary POC,

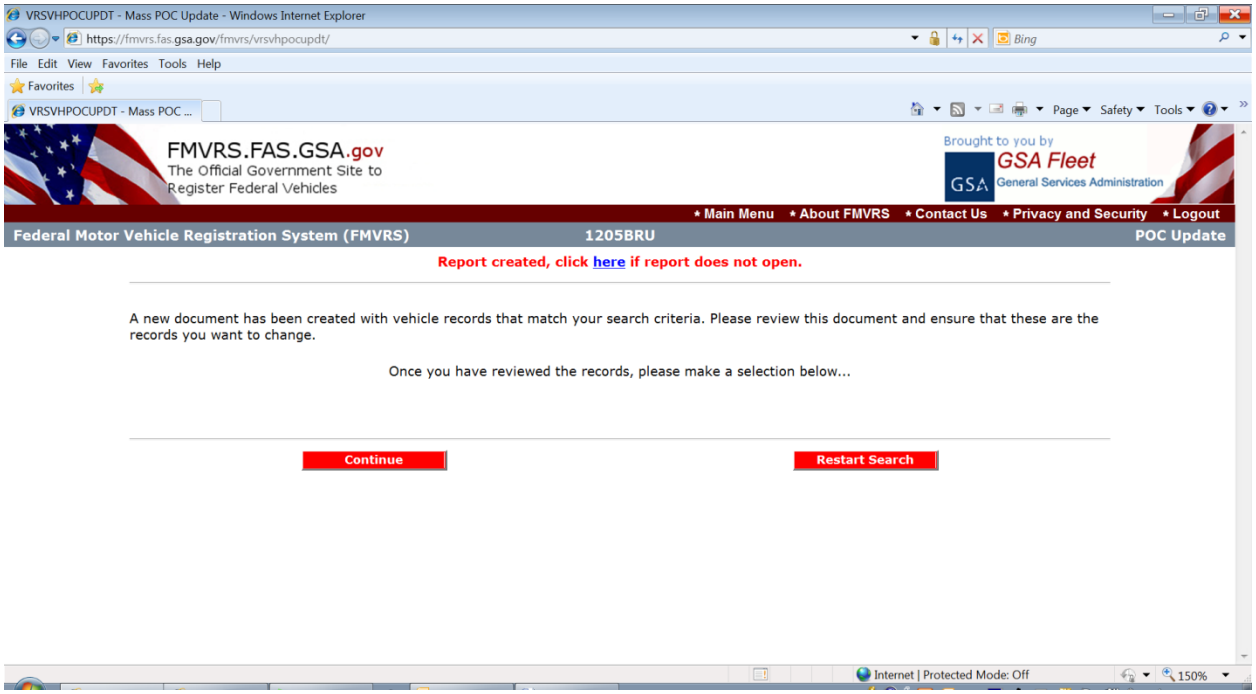
Can search by Name, Telephone Number, and Email



Select **Search Key**: Contact Name, Telephone Number, and Email

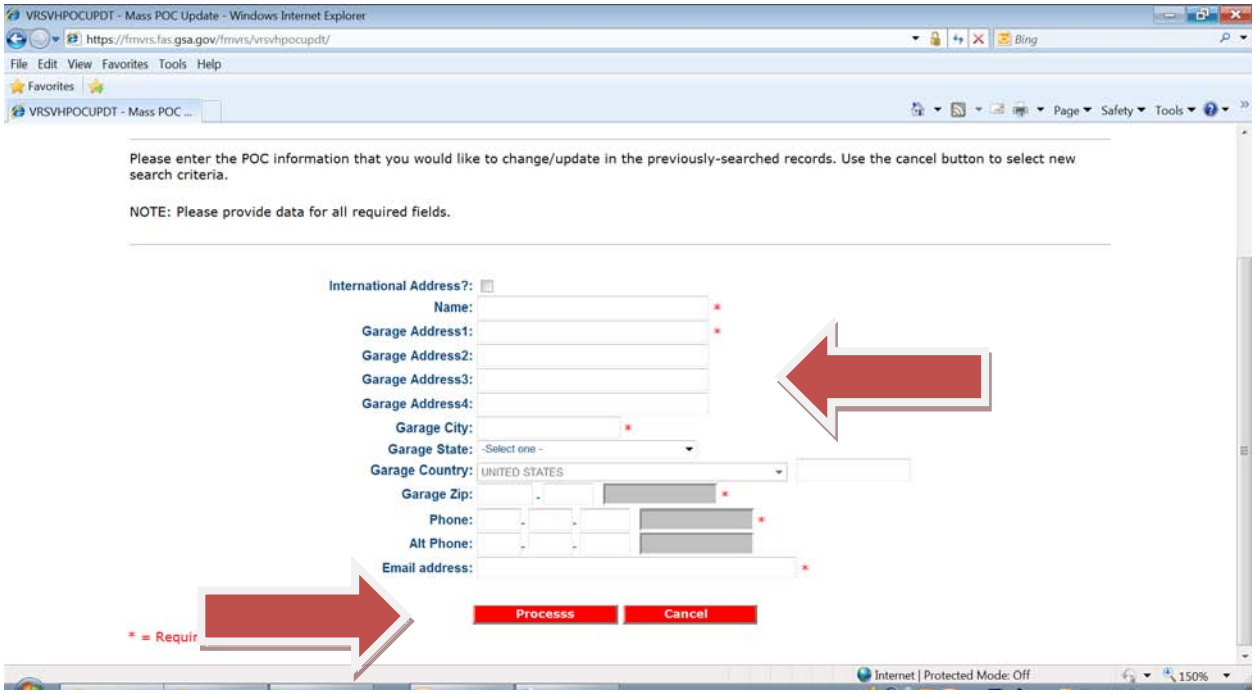
Select **POC:** Primary or Secondary

Enter **Search Criteria** based on search key



The system will display a report of all records that meet the search criteria for your review.

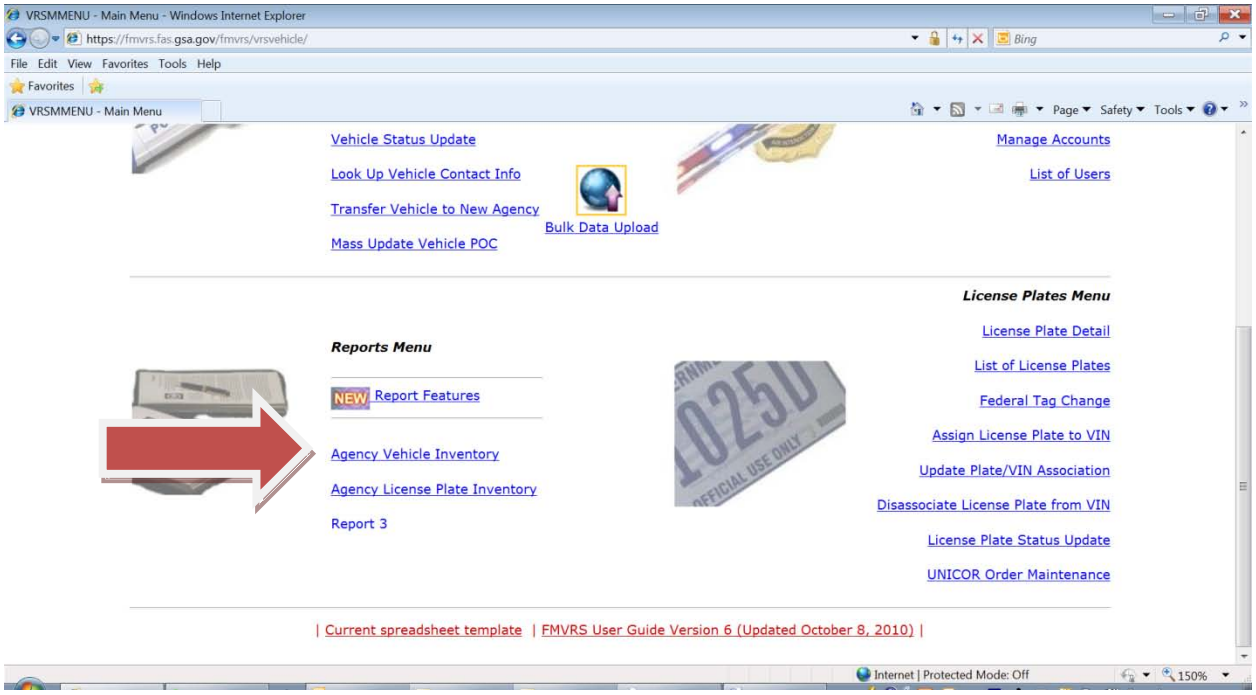
Continue



Key in all new Information

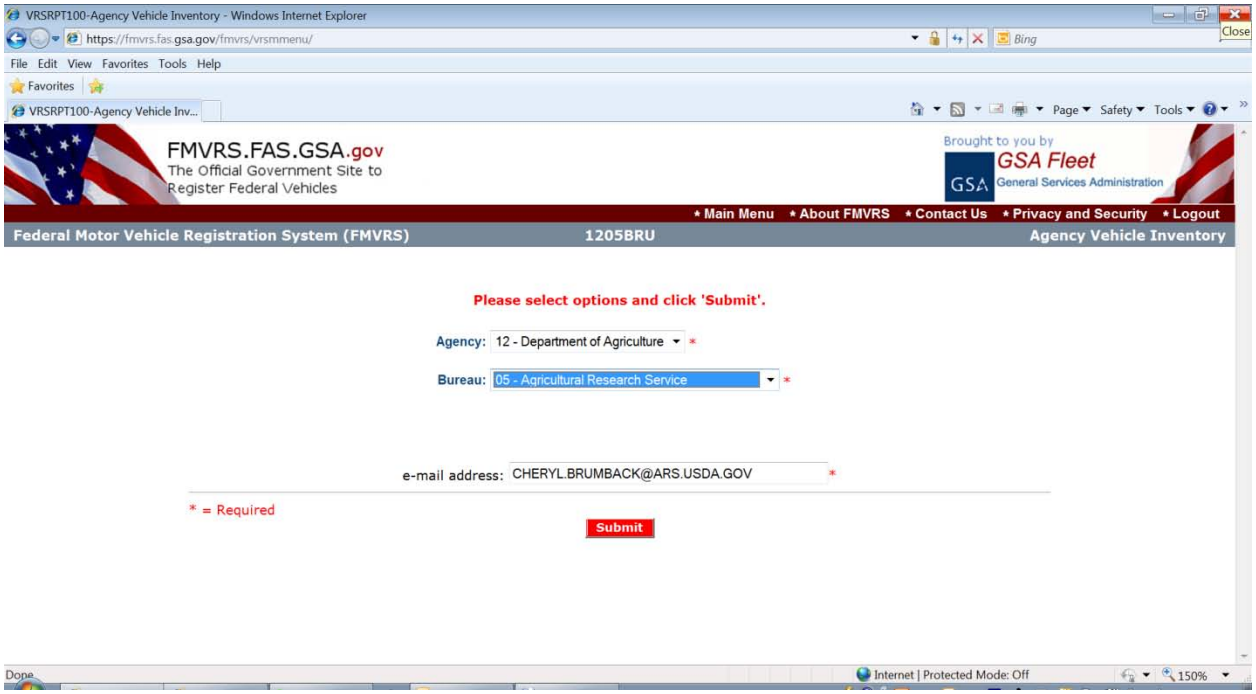
Select **“Process”**

Reports



Reports are Agency Specific.

For Vehicle Inventory - Sort by Secondary Contact for Area information



Reports are ARS wide, not area specific. Use excel features to remove other area info, sort on secondary contact.

System sends report to email address